



VICE VIRTUE

Job Listing: Production Accountant

VICE is an international media company with offices in over 27 countries and a growing portfolio of media properties that includes VBS.TV, Vice Music, Vice Films, Vice Books, Virtue Worldwide, and Vice Magazine.

For more information visit our websites: www.vbs.tv, www.viceland.com, www.virtueworldwide.com

OVERVIEW

The Production Accountant will work with the General Manager, Project Managers, and collaborate with Head of Production for VICE Media as well as become a key member of the Vice/Virtue team and be responsible for the following:

Roles and Responsibilities:

- Provide budgeting assistance, staffing support and overall general support to ensure project expectation and client needs are met.
- Provide updated production reports by collecting information from various project leaders and presenting them to the General Manager for review.
- Coordinate with other department various project needs
- Manager project schedule according to time lines
- Work with all project managers of Vice Virtue

Experience and Qualifications:

- 5 or more years of experience in culture /music/entertainment
- Proven track record in working with clients on long-term projects
- Organized and experienced in delivering timely media reports for clients
- Working knowledge of Quickbooks or other business accounting software.
- Strong interpersonal skills and ability to multi-task in a fast paced environment
- Knowledge of the Vice brand and its properties is essential.
- Excellent written and verbal communication skills
- Experience with Macintosh computer programs

COMPENSATION

VICE offers a comprehensive benefits and compensation package, commensurate with experience and abilities.

HOW TO APPLY

Please send a detailed cover letter and resume with salary history by email to vicecareers@vice.com Reference "Production Accountant" in the subject line or by mail to:

Human Resources Department
Attn: Production Accountant
97 North 10th Street Suite #204
Brooklyn, New York 11211

Please indicate in your cover letter where you learned of this job posting. No phone calls please.

EOE