

# VERNA JONES

909-525-3349

[Vernajones310@gmail.com](mailto:Vernajones310@gmail.com) · [Verna Jones](#) | [LinkedIn](#)

Accounting has been my passion and profession for 15+ years. Which enables me to deliver the professionalism and proficiency that is expected. I am an exceptional teammate that could collaborate and meet aggressive deadlines.

## EXPERIENCE

### **2004 – Current - LEAD PRODUCTION ACCOUNTANT, CBS Studios, Inc.**

Oversee all phases of maintaining financial records throughout production. Daily invoice processing through completion of payment via ACH or check. Including property taxes and production insurance. Bank reconciliation, balance sheet accounts, bank deposits, cost reporting, asset recording and corporate audit prepping.

*“Dr. Phil” (Dr. Phil McGraw, host) – Talk Show – 20 Seasons*

*“House Calls” (Dr. Phil McGraw, host) – T.V. Series – 6 episodes*

*“Animal Rescue” – T.V. Series – 10 episodes*

### **2019 – 2022 - LEAD PRODUCTION ACCOUNTANT, Stage 29 Productions, LLC**

Process and approve invoices to completion of payment for accounts payable, receivables, residuals and cash cards. COA and vendor set-up, monthly cost and trial balance tracking including the system period close. Manage funding requests, deposits, 1099 prep and reporting.

*“The Doctors” (Travis Stork, host) – Talk Show – 3 Seasons*

*“Daily Mail TV” (Jesse Palmer, host) – T.V. Series – 3 Seasons*

*“Face The Truth” (Vivica Fox, host) – Talk Show – 1 Season*

## EDUCATION

**2000 – 2002 - T.V. PRODUCTION MANAGEMENT - Mt. Sac College, Rancho Cucamonga, CA**

## SKILLS

- Financial Reporting, consolidation
- Proficiency in Accounting Software (Smart Accounting, Vista)
- Accounting reconciliations, budgeting
- Microsoft Word, Excel, Cashet, Adobe Acrobat