

COURTNEY NEWTON

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PROFILE SUMMARY

Studio Assistant Prep-Post Accountant with 8+ years of experience in production finance, payroll, residuals, and digital accounting systems across television and streaming projects. Known for streamlining workflows, ensuring compliance, and partnering cross-functionally with Accounting, 3rd Party Vendors, Legal, Business Affairs, and Technology teams to deliver accuracy and operational efficiency from prep through post.

CORE SKILLS

Contract Administration, Residuals/Royalties Concepts, End-To-End Union Payroll (SAG-AFTRA, DGA, WGA, IASTE), Invoicing, Coding, Purchase Orders, Vendor Setup, Petty Cash, Check Requests, Credit Card Reconciliations, Production Accounting Location Audits, Production Finance Tax Credit Incentive Audits, Residuals Audit Prep, SOX Audits, Music Licensing Payments, Digital Document Management, Cross-functional Collaboration (BA, Legal, Tech), Third-Party Inquires, Attention To Detail

EXPERIENCE

Assistant Prep-Post Accountant - Digital Systems Coordinator

May 2021 - March 2024

Warner Bros. Discovery (HBO/HBO MAX Division), Burbank, CA

And Just Like That S1 & S2, Barry S3 & S4, Curb Your Enthusiasm S11 & S12, Euphoria S2 & S3, Insecure S4 & S5, Lovecraft Country S1, Rap Sh!t S1 & S2, Succession S3 & S4, The Gilded Age S1 & S2, The Idol S1, The Last of Us S1 & S2, all HBO/HBO Max projects and shows in development

Residuals Consultant (Freelance/Parttime Concurrent with full-time Role at WBD)

January 2023 - March 2024

Tyler Perry Studios, Atlanta, GA (Remote)

Assisted Living S1 & S2, House of Payne S8, S9 & S10, The Oval S3, S4 & S5, Sistas S3, S4 & S5, Young Dylan S2 & S3

Assistant Prep-Post Accountant

March 2019 - August 2020

Showtime Networks, West Hollywood, CA

A Big Deal Pilot, Billions S4 & S5, City On A Hill S1 & S2, Kidding S2, Penny Dreadful S4, Ray Donovan S7, Halo, The Affair S5, The L Word Generation Q S1 & S2, The President is Missing Pilot and shows in development

Contract Administrator, Scripted Co-Licensed Originals (SCO-TV)

December 2018 - January 2019

Netflix, Los Angeles, CA

Residuals Administrator

August 2012 - October 2018

CBS Television Studios, Studio City, CA

CSI NY S9, NCIS S10-S16, NCIS Los Angeles S4-S10, NCIS New Orleans S1-S5, The Neighborhood S1, Bull S1-S2, Happy Together S1, Dead To Me S1, The Twilight Zone (Jordan Peele) S1

Earlier Union Payroll Experience (Contractor)

Dreamworks Animation SKG, KCBS2/KCAL9

SAG-AFTRA, DGA, WGA, IBEW, IBEW Support and IATSE

TOOLS & PLATFORMS

- Proficient in Mac & PC
- Accounting & Payroll Systems: SAP Concur, Oracle, ADP, Workday, Dayforce, EP Smart Accounting, Smart Start, Smart Time, Smart PO, Cashed, Cashed Pay, PSL+, DPO, Start+, Hours+, Studio+ Greenslate
- Document & Asset Management: Iron Mountain, Scenechronize Smart Hub, GRM Vizual Vault, DAX Production Cloud
- Microsoft Office 365 Word, Excel, Outlook, OneDrive, SharePoint, PowerPoint, Teams
- Google Workspace Docs, Sheets, Gmail, Drive, Sheets, Slides, Meet
- Cloud & Document Tools: Canva, Adobe Acrobat Pro, DocuSign, AdobeSign, Dropbox, Zoom, Slack
- Ticketing Management System: Service Now for on-board and off-board

IATSE 871 Member - Classification - Assistant Production Accountant

EDUCATION

Degree Earned

Bachelor of Science in Accounting

DeVry University, Sherman Oaks, CA