

ACCOUNTANT

- Ensure timely and accurate issuance of invoices to clients for studio rental services
- Track invoice generation and delivery turnaround time
- Minimize errors and discrepancies in invoices and billing statements
- Monitor billing cycle and follow up on overdue payments
- Implement effective payment collection procedures to minimize outstanding receivables
- Track payment receipts and reconcile accounts receivable
- Reduce average collection period and improve cash flow/Identify and address issues causing delays or non-payment of invoices
- Prepare accurate and timely financial reports, including income statements, balance sheets, and cash flow
- Ensure compliance with accounting principles and regulatory requirements
- Present financial reports to management in a clear and concise manner
- Develop annual budgets and forecasts for studio operations and expenses
- Monitor budget performance and variance analysis against actual results
- Identify opportunities for cost savings and efficiency improvements
- Adjust forecasts and budgets as needed based on changing business conditions
- Ensure compliance with all financial regulations, laws, and standards
- Stay updated on changes in tax laws, accounting standards, and regulatory requirements
- Prepare and file tax returns accurately and on time
- Conduct internal audits to ensure adherence to financial policies and procedures
- Identify inefficiencies and bottlenecks in accounting processes
- Implement process improvements to streamline workflows and increase efficiency
- Measure the impact of process changes on productivity and accuracy
- Solicit feedback from stakeholders and incorporate suggestions for continuous improvement