

February 25, 2015

**JOB TITLE:** Senior Program Manager, Tax Credits

**LOCATION:** NYC

**DEPARTMENT:** Economic Incentives

**BASIC FUNCTION:**

Review and audit applications submitted to the Empire State Film, Post, and Commercial and Musical and Theatrical Production Incentive Programs. Provide ongoing support to program participants.

**WORK PERFORMED:**

- Monitor and manage flow of applications submitted from film, television, post and commercial production companies
- Manage data from initial and final applications using the program database
- Review and analyze complex film and television budgets central to each application
- Audit final applications, general ledgers and similar production documents to ensure compliance with program requirements
- Perform program management including closing of program and issuance of tax credit certificates
- Prepare reports, spreadsheets and analysis of data collected re program
- Prepare studies, analysis and reports re the economic factors affecting the film, television and commercial production industries beyond the program.
- Schedule, prepare and conduct in person application meetings with production accountants, producers and others.
- Provide producers and production accountants with ongoing support via phone and email

**EDUCATION & REQUIREMENTS:**

Education Level required:

- College degree required, preferably Bachelor's in Accounting and/or Finance.
- Experience and/or knowledge in film helpful but not necessary.

Relevant experience required: Knowledge required:

- Proficient in Microsoft Word, Excel and Access.
- Strong interpersonal, communication and organizational skills with exceptional customer service skills.
- Ability to interact effectively with people at all levels professionally.
- Excellent analytical, oral and written communication skills required.
- Must be extremely detail-oriented with the ability to multi-task.
- Ability to work independently and maintain confidentiality at all times.

**APPROXIMATE HIRING SALARY:**

Up to \$66,000

**[INQUIRE](#)**

Maria Gately-HR Manager

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)