

JOB OPENING

April 20, 2013

JOB TITLE: Senior Program Manager **Location:** NYC

DEPARTMENT: Motion Picture and Television (MP/TV) (ESDC)

BASIC FUNCTION:

Review and audit applications submitted to MP/TV for the Empire State Film, Post and Commercial 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 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:

- Higher education /college degree required
- Preferably BA in Accounting and/or Finance
- Experience and/or knowledge in film helpful but not necessary

Skills/Ability 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 of 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
- Knowledge of commonly used industry accounting software such as Movie Magic helpful.

APPROXIMATE HIRING SALARY: \$51,268-\$65,190

INQUIRE

Maria Mooney, HR Manager, ESDC

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

AN EQUAL OPPORTUNITY EMPLOYER