

NICHOLAS BAILEY

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EDUCATION

Watkins College of Art, Design, and Film – Bachelor of Fine Arts in Film 2013
Entertainment Partners – Trained in person on Smart Accounting, Global Vista, and Movie Magic 2019
Cast & Crew – Trained in person on PSL+ 2019

MUSIC TELEVISION SPECIALS

Various CMT Music Specials (CMT/Viacom/Paramount) 2022-2024

Production Accountant

- Maintained financial relationships with AP vendors and guided them through every step of the payment process.
- Organized budget & payment information into excel spreadsheets utilized by producers and production staff.
- Generated weekly cost reports in PSL and SAP.
- Successfully worked in the PSL, Smart Accounting, and Ariba AP programs to make payments. Also, Caset & Concur for credit card reconciliations.
- Teamed with PSL and Paramount staff to generate new project codes and PSL databases for over 25 shows with the CMT network.

SCRIPTED TELEVISION

Dahmer – Monster: The Jeffrey Dahmer Story (Netflix) 2021

2nd Assistant Accountant

- Oversaw the large number of inflowing invoices to the AP vendor company email. Labeled, matched to PO, and then prepared invoices through the DocuSign program for all approval levels.
- Created new vendors in the PSL+ accounting system.

Women of the Movement (CBS) 2020-2021

Accounting Clerk

- Entered PO's, invoices, and cut checks in the Smart Accounting system.
- Sent weekly PAL Vendor uploads for CBS studio.
- Reconciled Caset transactions/files.

Tell Me A Story (CBS) 2019-2020

2nd 2nd Assistant Accountant

- Entered PO's and invoices into the Classic Vista system.
- Processed thousands of background extra's vouchers. Coordinated accuracy of edits from Entertainment Partners and approved final invoices with the accounting department and UPM.
- Assisted with breaking down daily production report employee's hours for the purpose of hot cost tracking.
- Delivered actor per diems and crew petty cash to set.
- Trained on 10-key calculator.

Messiah (Netflix) 2018

Accounting Clerk

- Filed A/P, Petty Cash, Caset, Payroll, and SAG files.
- Audited the flow of all documents by looking for accurate figures and marking anything of importance with "sign here" tabs for producers. Made sure the heavy volume of documents kept flowing for approval and got back to the accounting department.

FEATURE FILM

The Violent Heart (VH Productions, LLC) 2019

Accounting Clerk

- Approved start paperwork for incoming crew members and edits for invoices on all background extras.
- Entered PO's and invoices into PSL+ system.
- Printed payroll checks.

REALITY/TALK SHOW

Pickler & Ben (Scripps) 2017-2018

Administrative Office Production Assistant

- Supported needs of over 80 office members including producers, creatives, stage crew, and a full on site post department for over 130 episodes.
- Helped in creating and organizing an elaborate Google Drives filing system.
- Tasked with policing the quality of guest, audience, and material releases. Both the physical copies and organization of digital files for deliverables to Scripps network.
- Coordinated a steady relationship between the production department and Skyway Studios facility for daily maintenance needs.