



JOB LISTING: Project Budget Assistant

VICE started in 1994 as a newsprint monthly in Montreal and is now a global youth media company that includes print, events, music, online, television, and feature film divisions that operates in over 30 countries. VICE is the industry leader in original video for the web. With dozens of original series franchises across all content categories, VICE publishes about 60 minutes of new video content every day. For further information and additional background, please visit www.vice.com.

OVERVIEW

VICE Media is seeking a Project Budget Assistant to be responsible for working with Sales, Project Management and Production departments.

ROLES AND RESPONSIBILITIES

- Assist Producers and Project Managers in preparing and submitting internal project budgets, outlining both staff costs and out-of-pocket expenses, in a timely manner.
- Assist Producers and Project Managers in preparing and maintaining cost books, tracking both staff costs and out-of-pocket expenses, on a real-time basis.
- Assist in routinely compiling reports, by project, listing both staff costs and out-of-pocket expenses against budgets.
- Ensure weekly delivery of project codes to producers, project managers and relevant systems including time tracking software and shared project trackers.
- Generate weekly reports for budget vs actual
- Assist in the opening, tracking and closing of all projects.
- Assist more senior staff with budget development
- Compile data for reports.
- Seek new ways to improve efficiency
- Examine budget estimates for completeness and accuracy

EXPERIENCE AND QUALIFICATIONS

- 2+ years of experience in project management, budgeting or production accounting required
- Prior experience in an agency or production company preferred.
- Strong knowledge of Microsoft Excel; familiarity with Mac OS; working knowledge of Great Plains and Replicon a plus
- An interest in media encouraged; a strong business acumen, keen sense of urgency and ability to exercise appropriate judgment in a variety of situations desired
- Excellent written and verbal communication skills

HOW TO APPLY

Send a detailed cover letter and resume with [salary requirements](#) by email to vicecareers@vice.com. Reference "Project Budget Assistant" in the subject line or by mail to:

Human Resources Department
Attention: Project Budget Assistant
99 North 10th Street, Brooklyn, New York 11211



Please indicate in your cover letter where you learned of this job posting. No phone calls please.
EOE