

# Louis Willis

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## Work Experience

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### **Director of Finance and Operations**

CONSTANTIN FILM DEVELOPMENT, INC

2019 to Present

- Finance/Accounting/Control
- Preparation of monthly financial statements (Balance Sheet and P&L), annual/quarterly budgets, plus expense allocation reports to German parent company.
- Manage all A/P and A/R transactions, enter data into accounting software, with proper allocation of costs to either overhead or project categories.
- Prepare annual budget and review quarterly with direct supervisor, identify and explain variances.
- Collaborate with outside accountants to ensure timely submission of quarterly tax payments, annual tax filings, Federal/State/City filings, miscellaneous reports delivered in time for Federal tax filing on April 15th.
- Create and distribution 1099-Misc tax filings to vendors each January.
- Maintain a system of controls over cash flow, vendors, accounting transactions, records and reports, etc. Reconcile bank account monthly.
- HR/Payroll/Benefits
- Biweekly processing of payroll via ADP.
- Annual review of benefits program and costs, update when necessary (new employees, terminations, additions/deletions to program during open enrollment, etc.). Monthly payment and maintenance of records for employee contributions to Simple IRA program.
- Maintenance of employee records (vacation, sick and personal time), update Employee Handbook when necessary, etc. Prepare and distribute annual calendar of holidays.
- Monitor and ensure a professional workplace, provide annual reviews, handle any disputes or

### **Senior Manager of Film Finance and Distribution**

IMAX CORPORATION

2009 to 2019

Develop annual budget and quarterly forecasts with P&L and variance analysis, manage ultimate preparation and greenlight submissions, and oversee cash flow for cross-functional business units.

- Start and direct the first Collections Department, developing strategies to increase numbers by 50% year-over-year, collecting \$125M in outstanding payments in 2017.
- Serve as an integral member in helping Imax expand internationally, from less than 50 theaters to more than 1,000 in the past decade, penetrating new markets across India, Russia, China, and Latin America, with a presence across six continents and every territory that movies are publicized.
- Collaborate with the Executive Vice President of Finance and Regional Directors to prepare annual budgets and long-term strategic plans; track progress and update forecasts.
- Forge high-profile partnerships with NY Yankees, top Hollywood producers including Randall Emmett and George Steinbrenner IV, through networking and relationship building activities.

- Design and implement SAP/GB0 Tracking System for domestic and international box office, resulting in the reduction of millions of dollars in manpower for the company.
- Maintain an accurate and precise record of royalties, collect payments, create invoices, and handles cash transactions. Oversee the collection of \$100M+ in revenue three consecutive years.
- Establish and modify financial models to better analyze film performance.
- Participate in audits, including third-party audits, to gather information from auditors.
- Create presentations for annual divisional budget meetings and present data to the Chief Financial Officer (CFO) and senior leaders.
- Analyze and prepare journal entries for month-end close process. Also review flash schedules and financial statements.
- Apply meticulous attention to detail to enter global box office data into system; monitor and disseminate global box office data to senior management daily.
- Pitch film concepts to IMAX Original Productions.
- Consult international distribution team on programming decisions, forecasting, and exhibitor/studio relationships.
- Create compelling social media campaigns for studio films and internal marketing initiatives.
- Facilitate and conduct staff training to build a highly productive team.
- Remain highly flexible to work nights and weekends to meet critical deadlines on a monthly and quarterly basis.

### **Administrative Assistant**

PARAMOUNT / DREAMWORKS

2007 to 2008

Provided comprehensive support to management by communicate with vendors, developing and editing reports, assisting with ad-hoc projects, maintaining updated records, and overseeing accounts receivable.

Key Accomplishments:

- Promptly and effectively resolved past-due accounts and delinquent payment issues with customers.
- Prepared account documentation at monthly management meetings and reviewed status of accounts receivable.
- Edited, entered, and confirmed daily box office reports.
- Liaised with vendors regarding screenings, box-office reports, and corporate matters.

### **Vault Librarian**

FOX NETWORKS

2006 to 2007

### **Vault Librarian/Office Assistant**

FX NETWORKS

2005 to 2006

## **Education**

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### **Bachelor of Science in Political Science**

PORTLAND STATE UNIVERSITY - Portland, OR

### **Associate of Arts in Filmmaking**

## Skills

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- Highly imaginative Director with 15 years in the entertainment industry with an extensive background in marketing, fiscal management, distribution, strategy and planning. Proven success directly dealing with international distributors and studios regarding international markets, while leading and building highly qualified teams. Expert at producing out-of-the-box ideas. Thrives in high-volume environments with the ability to prioritize multiple tasks and meet critical deadlines, without compromising detail and precision. Proficient in SAP, Hyperion Essbase, BPC, and Microsoft Office Suite.
- "Big Picture" Thinking
- Box Office Analysis
- International Distribution
- International Marketing
- Pitches and Promotions
- Plan Analysis
- Strategic Planning
- Cross-Functional Collaboration
- Vendor Relations
- Screenwriting
- Accounting
- Impactful Presentation Skills
- Budget Management
- Entrepreneurial Spirit
- International Market Research
- Financial Modeling
- Journal Entries
- Forecasting
- General Ledger Accounting
- Account Reconciliation