

**Processing Assistant  
Residuals Department**

March 26, 2024

The Residuals Department is currently seeking qualified applicants for the position of **Processing Assistant**. The position is a full-time non-exempt position with complete benefits. Compensation is commensurate with experience. This position is a Grade 7. Overtime is required.

Under the supervision of the Senior Residuals Processing Administrator and the Processing Administrator, the Residuals Processing Assistant is responsible for the processing of residuals payments received by the Guild. The Residuals Department ensures that writers are paid residuals due under the residual provisions of the Basic Agreements from 1953 to 2023.

**REQUIRED FUNCTIONS OR DUTIES**

- 1) Logs payment identification data into database and mails checks.
- 2) Assists with department phone coverage as necessary.
- 3) Answers questions from members, companies, agents, business representatives, etc., regarding general and specific residuals obligations under the MBA, including investigating issues as necessary.
- 4) Analyzes residual statements and checks to identify types of residuals being paid.
- 5) Analyzes and applies the appropriate residuals provisions of the Writers Guild Basic Agreement to ensure that companies are paying residuals properly.
- 6) Responsible for having working knowledge of all MBA residuals provisions.
- 7) Identifies inaccurate payments and prepares referral for follow-up.
- 8) Analyzes and manipulates spreadsheets of payment information as necessary.
- 9) Researches and audits Guild-covered projects using a variety of internal and external sources to determine if residual payments are due.
- 10) Other duties as required.

**REQUIRED SKILLS AND ABILITIES**

The qualified applicant must have good written, organizational, time management, follow-up, and mathematical skills; type 50 WPM; operate a 10-key by touch; and be computer literate in MS Word and Excel. Must have excellent research skills and the ability to analyze complex issues. Must be able to quickly acquire working knowledge of the Minimum Basic Agreement.

The qualified applicant is detail-oriented and able to work accurately and quickly with highly detailed paperwork under minimal supervision in a busy department. This individual must interact well with staff and membership. Customer service experience is required.

**PHYSICAL QUALIFICATIONS**

This person should be able to occasionally lift and carry 10 – 25 pound boxes, bend, stoop, reach, sit, twist, move arms, wrists, and fingers.

**MENTAL REQUIREMENTS**

Must have the ability to: comprehend and follow instructions; understand and communicate correct information; perform activities on schedule, maintain regular attendance and punctuality and interact with others courteously and professionally. Must have the ability to multi-task and remain calm and focused under pressure.

**ENVIRONMENTAL CONDITIONS**

Does not require working near hazardous equipment or machines. Minimal or no exposure to loud noise, dust, gas, odors, fumes.