



We are growing! UPN is currently looking to add a **Capital Projects Specialist** located in **Kansas City, MO**. The Capital Projects Specialist will be assisting the SVP and Director of Capital Projects with monthly project reporting. This position will be supporting the department by preparing and organizing project cost reports and spreadsheets, verifying project data for accuracy and adding into the system and processing fiber damage billings.

**Specific responsibilities include:**

- Set up new projects in Business Central software and review for accuracy
- Track estimate revisions and update Business Central software
- Create and maintain data spreadsheets for Capital Projects department
- Collect and organize cost projections for forecasting purposes
- Maintain and analyze maintenance expenses
- Track fiber damage maintenance and prepare billings
- Assist maintaining department process and procedure manual
- Assist the Procurement Coordinators as needed

**Requirement for the position include:**

- Bachelor's degree in Business Administration or relevant field preferred
- 2+ years general accounting experience preferred
- Proficient with Microsoft Office (Excel, Word & Power Point)
- Ability to multitask and prioritize
- Attention to details and accuracy
- Excellent verbal and written communication
- Ability to travel periodically

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

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