



UPN is hiring an **Accounts Payable Specialist** for our Corporate Accounting group. This individual will be responsible for the accurate and timely processing of vendor invoices and payments. They will interact on a regular basis with vendors, management, and other internal departments to integrate solutions that meet the company's goals both financially and operationally. This position is located at our Corporate Headquarters in **Kansas City, MO.**

UPN offers a significant corporate bonus package, company stock (to everyone!), commission (for specific positions) and 401K match. However, what makes UPN truly valuable is our culture, and you cannot put a price on that! At UPN, our teams are the living, breathing pulse of the company. Our people are the driving force behind our successes.

Specific responsibilities include:

- Upload all company invoices both email and hard copy into the company's ERP System
- Data Entry of company invoices including PO matching
- Review of vendor invoices for general ledger coding and accounting period accuracy
- Reconcile vendor statements and invoice aging reports to research and resolve outstanding issues
- Research and resolve vendor account and invoice discrepancies
- Follow up on internal and vendor inquiries
- Assist with weekly pay cycle processing
- Process same day check requests
- Audit Concur expense reports
- Perform month-end account reconciliations
- Other accounting duties as assigned

Requirement for the position include:

- High school diploma or GED required.
- 2 years of previous accounts payable experience
- High attention to detail and strong problem-solving skills in daily work and other projects
- Excellent verbal and written professional communication skills
- Must have strong experience with Microsoft Office – Excel & Outlook
- Ability to multi-task and willingness to adapt to changes
- Ability to meet communicated schedules and deadlines
- Microsoft Business Central ERP and Concur experience a plus

Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity Employer

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