



UPN is growing and we are seeking an amazing **State & Local Tax Specialist** for our **Kansas City, MO** location. This candidate is primarily responsible to assist the Director of Regulatory Tax, (1) researching and documenting all statutory tax requirements, excluding federal and state income taxes, (2) ensuring all related accounting activity is properly captured and established in the GL system, (3) preparing monthly, quarterly, and annual tax reports, forms, and submissions to proper agencies, and (4) managing related tax correspondence and annual tax audit requirements.

**Specific responsibilities include:**

- **Prepare sales and use tax returns**, as well as other revenue based jurisdictional filings and reports
- Manage, reconcile, and analyze tax account activity, ensuring completeness, accuracy and understanding of activity
- Perform sales tax research for new jurisdictions and new product lines
- Perform periodic review of customer tax exemption certificates
- Work to complete various **local and centrally assessed property tax filings** and approve property tax statements for payment
- Provide sales tax exemption certificates to vendors – determine if exemption should be provided on a state by state or item by item basis
- Review vendor invoices for use tax liability
- Other tax related duties as assigned

**Requirement for the position include:**

- Bachelor's degree in accounting, finance, or business required.
- 1-3 years' experience with local and state regulatory tax filings required.
- Telecommunications industry experience preferred, but not required
- Microsoft Dynamics 365 Business Central experience preferred
- Extensive use of Microsoft Excel.
- Ability to manage complexity of multiple tax justifications with differing reporting requirements.
- Strong analytical skills.
- Excellent organizational and documentation skills.

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

UPN is an Equal Employment Opportunity Employer

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