



UPN is hiring a **Senior Accountant** for our Corporate Accounting group. The Senior Accountant is responsible for preparing financial reports, assessing GAAP requirement, performing account reconciliations, maintaining the general ledger, assisting with audit preparations, and performing other accounting duties as assigned. This position is located at our Corporate Headquarters in **Kansas City, MO**.

- College degree in accounting required. Master's preferred with a CPA designation.
- Need to have 3+ years with a public accounting firm.
- Proven ability to research and implement GAAP guidance.

UPN offers a significant corporate bonus package, health benefits, commission (for specific positions) and 401K match. However, what makes UPN truly valuable is our culture. At UPN, our teams are the living, breathing pulse of the company.

**Specific responsibilities include:**

- Support month-end and year-end close process. Assist with annual audit
- Prepare financial statements and reporting to internal and external parties
- Research and implement accounting standards for compliance with GAAP
- Contribute to the development and implementation of new or modifications to accounting systems and procedures
- Manage maintenance expense to ensure proper classifications
- Review agent fee calculations and reporting. Participate in reporting improvements
- Properly support the operational goals and financial objectives of the company
- Assist with AR/AP/Payroll as required to verify, allocate, post, and reconcile accounts
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Complete special projects and directives as assigned
- Train staff as required

**Some requirements for the position include:**

- Bachelor's degree in accounting required. Master's degree preferred
- CPA designation preferred
- Solid working knowledge of GAAP; proven ability to research and implement GAAP guidance
- Minimum 3 years public accounting experience required
- Excellent organizational skills and attention to detail. Ability to meet deadlines
- Excellent communication skills. Ability to interact with team members to lead processes
- Experience with higher level functionality in Microsoft Excel
- Thorough knowledge of basic accounting procedures
- Aptitude for numbers and quantitative skills
- Awareness of business trends
- Experience with general ledger functions and the month-end/year-end close process

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

UPN is an Equal Employment Opportunity Employer

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