



UPN is hiring a **Staff Accountant** for our Corporate Accounting group. The Staff Accountant is responsible for maintaining financial records and reports, performing account reconciliations, assisting with close processes, and assisting with accounts receivable and accounts payable functions. This position is also responsible for working with the tax group with preparation and payment of transactional taxes. The Staff Accountant will support all accounting functions as required. This position is located at our Corporate Headquarters in **Kansas City, MO**.

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:

- Properly support the operational goals and financial objectives of the company
- Participate in Month end and Year end closing
- Prepare account reconciliations
- Assist with Accounts Receivable/Accounts Payable
- Assist in the preparation and payment of transaction taxes
- Complete special projects and directives as assigned
- Respond timely to inquiries and conduct all necessary research to resolve
- Prepare journal entries as needed
- Assist with financial year-end audits
- Other accounting duties as required

Some requirements for the position include:

- Associate's degree in related field and/or at least 2 years' experience in accounting field or Bachelor's degree in Accounting
- Ability to work independently and maintain priorities with multiple deadlines.
- Excellent communication skills
- Ability to work and interact with a diverse group.
- Experience with higher level functionality in Microsoft Excel
- Strong attention to detail and effective time management and organizational skills required

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

UPN is an Equal Employment Opportunity Employer

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