



Job Description

Job Title: Accounting Manager II

Reports to: Controller

FLSA Status: Exempt

Location: Atlanta

Summary

Responsible for performing and leading accounting activities related to all revenue streams and associated items for UP Entertainment and all subsidiaries including linear networks UP and Aspire and subscription streaming service UP Faith & Family. Specific tasks include managing the month-end close process, maintaining all balance sheet reconciliations, maintaining schedules related to participation & residual schedules, and providing support with ad hoc reporting for UP's Controller. The position involves working with senior members of UP's management across departments including Ad Sales, Affiliate/Content Distribution, and UP Faith & Family.

Essential Duties and Responsibilities

- *Month End Close* –
 - Prepare monthly bank reconciliations.
 - Prepare all balance sheet account reconciliations
 - Preparation of monthly journal entries and various supporting schedules.
- Review all month-end related schedules & journal entries, provide timely assessments to management of potential risk and oversee collections efforts as required.
- Track revenues per contract terms and maintain all related ancillary schedules.
- Oversee the effective scheduling, assignment, orientation, and training of staff accountants.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Coordinates with outside auditors and provides needed information for the annual external audit.
- Enforce and refine internal controls and guidelines for accounting transactions and budget preparation.
- Calculate all associated participations & residuals for content sales, licensing revenues, and content revenue shares.
- Prepare monthly journal entries to post all ancillary revenues and related participations & residuals to the general ledger.
- Assist with special projects, as required.

Education/Experience

Bachelor's degree in Accounting or closely related discipline from a four-year college or university, plus at least eight to ten years or more related experience. CPA strongly preferred.

Require Skills/Abilities

Excellent written and verbal communication; excellent organization and time management skills; prior



experience managing and coaching employees to their fullest potential; experience with developing standards, managing audits, and tracking budget expenses.

Computer Skills

To perform this job successfully, an individual should have a thorough working knowledge of Microsoft Excel; Great Plains accounting software (including fixed assets and projecting accounting); Microsoft Word software; Experience with Wide Orbit or other advertising sales software, and with cable network affiliate reporting software is desirable but not essential.

Supervisory Responsibilities

This position will oversee two Accounting employees performing AR and other revenue related accounting duties.

Application Process

To apply, submit your resume to Human Resources <https://app.trinethire.com/companies/183-up-tv-aspire-tv/jobs/29844-accounting-manager-ii>

About UP Entertainment

UP Entertainment, home to UPtv, UP Faith & Family and AspireTV, is the destination for positive and authentic storytelling that is relevant to each network's audience. UPtv, the trusted network for uplifting entertainment, offers exclusive premiere movies, uplifting theatricals and beloved series. UP Faith & Family, America's streaming service for families, gives instant access to the best in family and faith-friendly entertainment anytime, anywhere, and AspireTV is the leading network for Black and urban lifestyle programming.

For more information, visit www.uptv.com or www.aspire.tv