



**Job Title:** Staff Accountant – Accounts Receivable  
**Reports to:** Accounting Manager  
**Location:** Atlanta, GA (hybrid)  
**Status:** Exempt

### **Summary**

Performs daily functions of accounts receivable, provides support and ad hoc reporting for Accounting Manager and Controller.

### **Essential Duties and Responsibilities**

#### **Primary Responsibilities: Accounts Receivable**

- Generate and distribute monthly sales invoices for UP and Aspire
- Prepare monthly journal entries for sales related transactions for all companies
- Accurately post customer payments for ad sales, affiliate, and digital revenue
- Closely monitor the Accounts Receivable and make routine collection calls on past due accounts
- Generate and distribute bi-weekly aging reports to Account Executives
- Collaborate with sales department to resolve billing issues
- Promptly answer and resolve all customer billing inquiries
- Process credit inquiries on new customers
- Maintain customer relations and update accounts as necessary Month End Close
- Preparation of monthly journal entries and various supporting schedules as assigned.
- Assist with special projects, as needed. Education/Experience

#### **Education/Experience**

- A bachelor's degree in Accounting/Finance from an AACSB accredited college or university is required
- At least 1-3 years Accounting experience, preferably in Accounts Receivable
- Excellent communication and problem-solving skills
- Prior experience in television is a plus

#### **Computer Skills**

To perform this job successfully, an individual should have knowledge of the Microsoft Office Suite including Word, PowerPoint, and Excel. Experience with Great Plains, Wide Orbit is a plus.

#### **Supervisory Responsibilities**

No supervisory responsibilities.

#### **Work Environment**

This is a hybrid role, with a combination of telecommuting workdays and in-office workdays. The noise level in the work environment is usually moderate.



### **Other**

The Company has a policy that requires employees who enter our offices be fully vaccinated against COVID-19. Our policy is subject to and complies with applicable law.

**This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor.**

**We are an Equal Opportunity Employer.** We are committed to equal-employment principles and comply with all applicable federal, state and local equal employment opportunity laws and regulations. The terms and conditions of the application process and employment relationship are to be non-discriminatory—without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, veteran status, military status, sexual orientation or any other protected category or class that may be applicable to you in the jurisdiction where you are employed. Moreover, in accordance with federal and applicable state and local law, we provide reasonable accommodations for applicants' and employees' sincerely held religious beliefs, practices or observances conflict with work requirements and for applicants and employees with known disabilities provided that such individuals are qualified to perform the essential functions of the job, with or without accommodation, and provided that any accommodations would not impose an undue hardship on the company or introduce a direct threat to the health and safety of the worksite employee with a disability or others. Any applicant or employee who requires a reasonable accommodation during the application process or to perform the essential functions of the job should contact a company manager, a company officer or TriNet to request such an accommodation.

### **Application Process**

To apply, submit your resume to Human Resources: <https://app.trinethire.com/companies/183-up-tv-aspire-tv/jobs/63275-staff-accountant-accounts-receivable>

For information on our company, visit [www.uptv.com](http://www.uptv.com)