



Title: Staff Accountant

Department: Finance

Reports to: Finance Director

Status: Full-time, Non-Exempt

Location: Overland Park, Kansas (onsite role)

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Looking for a dynamic and rewarding career in financial services? Join us at CreativeOne, where we blend collaboration, innovation, and excellence to forge a path in the financial services industry. We pride ourselves on being a nationally recognized leader, devoted to empowering independent financial advisors with superior services.

We're Building a Better Financial Future, Together

We take immense pride in our work and are in search of like-minded individuals who are eager to make a significant impact. If you are ready to be a part of a team that's shaping the future of financial services, we would love to hear from you.

Position Summary

The **Staff Accountant** will perform accounting and administrative duties to support the Finance department. This role will ensure payments are processed on time and accurately. The **Staff Accountant** will assist the Finance Director and other team members in all levels of Finance tasks to provide the best customer service to employees and management.

Duties and Responsibilities include, but not limited to:

- Receive, review and prepare vendor invoices/bills into the accounting system.
- Process invoices accurately and in a timely manner.
- Ensure all vendor payments comply with company policies and procedures.
- Provide support to Finance team members to ensure accurate and timely completion of daily and monthly requirements.
- Reconcile amounts and manage 1099 Vendor information for Advisor payments.
- Monitor and prepare expense management reports.
- Perform reconciliations between expense management reports and the accounting system.
- Communicate with employees and vendors to answer questions and follow-ups.
- Complete ad hoc projects as assigned by Finance managers.
- Deposit and print checks.
- Maintain the highest standards of accuracy, precision, discretion and confidentiality.

Preferred Qualifications/Experience:

- BA/BS in Accounting or related field of study or commensurate experience.
- Strong attention to detail.
- Excellent verbal and written communication skills.
- Strong sense of teamwork to accomplish departmental objectives.
- Ability to multi-task, while providing exceptional service to advisors and teammates.
- Complete tasks within deadlines in a fast-paced environment.
- Proactive problem solver.

- Excel experience required.

Demonstrate and Represent Our Core Values

- *Provide Unreasonably Excellent Service*
- *Love What We Do*
- *Act With Integrity*
- *Collaborate Courageously*
- *Evolve With Purpose*

About CreativeOne

CreativeOne is an industry-leading marketing and consulting firm that helps independent financial advisors grow their businesses. We combine deep financial expertise with full-service creative and media capabilities, delivering tailored marketing that drives measurable growth. With over 40 years of innovation behind us, we're building the next generation of advisor marketing—and we're looking for top talent to help lead the way.

This description covers the major purpose and major functions of the job. It is not intended to give all details or a step-by-step account of the way each task is to be performed. Employees may receive other job-related instructions and be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.

CreativeOne provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Our company does not currently sponsor employment visas. Applicants must be authorized to work for any employer in the U.S.