



BRAINTREE
GROUP

Accounts Payable Specialist

Company: Braintree Group, LLC
Classification: Full-time, hourly

Location: Boise, Idaho
Benefits: Yes

Reports to: Senior Accountant
Compensation: DOE

Summary

Braintree Group, LLC, a rapidly growing management company, is seeking a team oriented individual to fill the position of Accounts Payable Specialist. Our company manages various business ventures including hospitality, real estate development, a variety of service markets, charter school management, and education products. This position will primarily focus on accounts payable and contribute to other areas within the accounting department.

Duties & Responsibilities

- Pays invoices by verifying transaction information including scheduling and preparing disbursements and obtaining authorization for payment
- Manage day to day transaction activities
- Resolves invoice discrepancies by investigating documentation and making necessary adjustments
- Perform weekly check run
- Monitor recurring invoices to ensure timely payments are made
- Verifies accounts by reconciling statements and transactions
- Prepares and distributes required IRS form 1099s on an annual basis
- Monitors vendor W-9 form submissions
- Assist with various accounting tasks as assigned

Qualifications & Experience

- 0-3 years of accounts payable or bookkeeping experience
- Associates Degree in accounting preferred
- Yardi and/or M3 accounting system experience preferred



Skills & Intangibles

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Ability to work independently and find solutions to issues that arise
- Must have good interpersonal skills and be a team player
- High degree of initiative, accuracy, and adaptability
- Proficient with Microsoft Office Suite or related software

How to Apply

Submit resume and cover letter to hr@braintreegrp.com

Equal Opportunity Employer

Braintree Group is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.

Braintree Group Headquarters: 918 W. Idaho St., Boise, ID, 83702

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HR Email: hr@braintreegrp.com