



Senior Accountant

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

Location: Boise, Idaho
Benefits: Yes

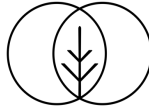
Reports to: Assistant Controller
Compensation: DOE

Summary

Braintree Group, LLC, a rapidly growing management company, is seeking a team-oriented individual to fill the position of Senior Accountant. Our company manages various business ventures including hospitality, commercial real estate development, a variety of service markets, charter school management, and education products. The Senior Accountant will play a vital role on our Accounting team by performing tasks related to all areas of the company. This individual should be eager to grow with our fast-paced company and show a desire to contribute to each venture as needed.

Duties & Responsibilities

- Oversee and perform day-ti-day full cycle accounting tasks in accordance with GAAP
- Manage the Accounts Payable Specialist position and responsibilities by providing support, improving processes, ensuring payments are issued timely, and working closely to analyze and resolve accounting issues as they arise
- Responsible for all accounts receivable activities including generating and reviewing invoices, maintaining receivables ledgers, posting incoming receipts, and working closing with company leaders on past due accounts.
- Monitor and report on intercompany billbacks.
- Prepare monthly financial statements timely and play a key role in the financial statement close and reporting processes.
- Perform bank account reconciliations.
- Prepare general ledger journal entries.
- Maintain fixed assets and corresponding depreciation schedules.
- In charge of reconciling corporate credit card expense reports, issuing and canceling cards, and providing new user training.



BRAINTREE GROUP

- Assist with the year-end financial close process and tasks including performing CAM reconciliations, capital account reviews, recording adjusting entries, fixed asset review and compiling tax packages.
- Contribute to the overall development of the company's accounting policies and procedures.
- Ad hoc requests as assigned by management.

Qualifications & Experience

- Bachelor's Degree in Finance, Accounting, Business or related field from an accredited University.
- 3-5 years of accounting experience in a corporate environment
- Construction, real estate, and/or hospitality experience is a plus
- Yardi and/or M3 accounting system experience preferred

Skills & Intangibles

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability and willingness to take ownership of work and constantly seek improvement
- Ability to function in a deadline driven environment
- 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

Office: (208) 519-4000

HR Fax: (208) 917-4626



HR Email: hr@braintreegrp.com