

BRAINTREE
GROUP

Senior Construction Accountant

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

Location: Boise, Idaho
Benefits: Yes

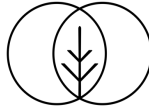
Reports to: Assistant Controller
Compensation: DOE

Summary

Braintree Group, LLC, a rapidly growing management company, is seeking a team-oriented individual to fill the position of Senior Construction 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 perfect candidate would have experience with job cost accounting and be ready to jump into a fast-paced environment. This role is perfect for someone who is used to dealing with complex accounting, enjoys a challenge, and is eager to grow our construction accounting team with a positive outlook!

Duties & Responsibilities

- Lead job cost accounting day-to-day tasks and personnel by improving processes and providing continuous mentorship.
- Responsible for all project tracking and team communication throughout all phases of the project life cycle.
- Review and approve work performed including job cost invoices, general contractor pay applications, lender draw packages, draw funding reports, and other deliverables.
- Enhance and manage the production of various job cost reports designed to inform management of construction budget variances and assist in the decision-making process.
- Maintain strong relationships with internal development and design team members, as well as outside general contractors.
- Analyze and prepare both internal and external monthly financial statements by performing and/or overseeing a variety of accounting tasks in accordance with GAAP.
- Maintain fixed assets and corresponding depreciation schedules.
- Supervise accounts receivable responsibilities required of the construction team.
- Contribute to the year-end close process.
- Ad hoc tasks as assigned by the management.



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- 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.

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