



General Accountant- Hospitality

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

Location: Boise, Idaho
Benefits: Yes

Reports to: Director of Finance
Compensation: DOE

Summary

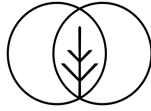
Braintree Group, LLC, a rapidly growing management company, is seeking the right individual to fill the position of General Accountant on our Hospitality Accounting Team. Our company manages various business ventures including a portfolio of hotel properties throughout the western U.S. This position will play a vital role in the day to day accounting processes, as part our Hospitality Accounting team and should be eager to grow with our company.

Duties & Responsibilities

- Assist in the preparation of company financial statements and monthly reporting packages.
- Work closely with other team members to analyze and resolve accounting issues as they are presented.
- Perform hotel daily accounting for multiple properties.
- Assist in preparation of monthly sales and use tax returns.
- Contribute to the overall development of the company's accounting policies and procedures.
- Perform bank reconciliations and follow up research on any discrepancies.
- Serve as a key accounting contact for on-site Hotel Operations personnel.
- Other duties as assigned.

Qualifications & Experience

- Bachelor's Degree in Accounting, Finance, Business or related field from an accredited University.
- 0-3 years of accounting experience, preferably in a corporate environment.
- Hospitality accounting experience a plus but not required.



BRAINTREE
GROUP

- Profit Sword and M3 accounting system experience a plus.

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@btree-group.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@btree-group.com