
Budget Analyst

Company: Athlos Academies

Location: Boise, ID

Reports to: Ed Services Operations Manager

Classification: Full-time, salary, exempt

Benefits: Yes

Compensation: DOE

Duties and Responsibilities

- Assist Athlos Academies Education Services department leaders in creating and maintaining annual operational budgets.
- Work with Athlos Academies Corporate Finance department to ensure the Education Services department financial reports and budgets are completed according to internal company policy and are delivered timely and accurately.
- Serve as a liaison between the Corporate Finance and Education Services departments of the company to enhance communication and the flow of information between the two departments.
- Ensure that company budget policy and procedures are clearly communicated and followed.
- Provide financial guidance, including custom reporting and analysis, to assist Education Services' leaders in key financial and strategic decision making and measurement of past activity.
- Assist with building processes and reporting, to better track costs associated with various projects and revenue streams within the Education Services department.
- Assist in forecasting future financial activity based on various potential scenarios.
- Align budget considerations with time and effort reports
- Other duties as assigned

Qualifications and Experience

- Understanding of Generally Accepted Accounting Principles (GAAP)
- Strong analytical and accounting skills
- Experience analyzing financial data, including variance analysis.
- Intermediate to advanced experience with MS Word, MS Excel, and MS Outlook

Educational Background

- Bachelor's degree in accounting or finance from an accredited university preferred
- 2-5 years experience preferred

Skills/Intangibles

- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment
- Excellent verbal, written communication and interpersonal skills
- Must be able to work in a fast-paced environment
- Must be comfortable communicating ideas and suggestions for change
- Strong attention to detail
- Excellent verbal, written communication and interpersonal skills
- Ability to work independently and as part of a team taking on new tasks with high level of difficulty

TO APPLY: Visit www.athlosacademies.org/careers for application; submit resume and application to hr@athlosacademies.org

CONTACT: Athlos Academies Headquarters: 918 W. Idaho St. | Boise, ID | 83702

Office: (208) 519-4000 **HR Fax:** (208) 917-4626 **Web:** www.athlosacademies.org

EQUAL OPPORTUNITY EMPLOYER: Athlos Academies 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.