

## General Accountant

**Company:** Athlos Academies

**Location:** Boise, ID

**Reports to:** Director of Finance

**Classification:** Full-time, salary, exempt

**Benefits:** Yes

**Compensation:** DOE

### Duties & Responsibilities

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Assist in processing of accounts payable and receivable

Perform bank account reconciliations

Assist in month-end financial close process and reporting

Assist in preparation of job cost reports & construction draws

Prepare general ledger journal entries

Maintain fixed assets and corresponding depreciation schedules

Assist in preparation of tax packages for submission to tax return preparer

Assist with miscellaneous internal and external reporting as needed

Other duties as assigned

### Qualifications & Experience

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- Thorough understanding of Generally Accepted Accounting Principles (GAAP)
- Strong analytical and accounting skills
- Intermediate to advanced knowledge of MS Word, MS Excel, and MS Outlook

### Education & Background

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- Bachelor's Degree in accounting or finance preferred
- 0-3 years of accounting experience.
- Construction, real estate and/or public accounting experience a plus
- Yardi accounting software experience a plus

### Skills & Intangibles

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- Must be able to effectively handle multiple projects simultaneously in a deadline driven environment
- Excellent verbal, written communication and interpersonal skills
- Ability to work independently and as part of a team and take on new tasks with high level of difficulty
- The individual will be expected to work with minimal up-front guidance and take ownership of his/her work product

## How to Apply

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Visit [www.athlosacademies.org/careers](http://www.athlosacademies.org/careers) for application; submit resume and application to [hr@athlosacademies.org](mailto:hr@athlosacademies.org).

## Equal Opportunity Employer

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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.

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

**Office:** (208) 519-4000

**HR Fax:** (208) 917-4626

**HR Email:** [hr@athlosacademies.org](mailto:hr@athlosacademies.org)

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