



POSITION DESCRIPTION

Company Summary: Boji Group is a well-established real estate development/acquisition and property management firm with an extensive portfolio of commercial real estate and a commitment to excellence in customer service. Boji Group is a Michigan owned and based company, with offices in Lansing and Birmingham, Michigan.

Position Title: Accounting Specialist

Location: Birmingham, MI On-site / In-Office

Schedule: Monday-Friday 8:30am to 5:00pm

Reports To: Controller

Position Summary: We are seeking a detail-oriented and reliable Accounts Payable / Accounts Receivable Specialist to support day-to-day accounting operations for our property management portfolio. This role is responsible for processing vendor invoices, managing rent receivables, reconciling accounts, and maintaining accurate financial records using Yardi. The ideal candidate thrives in a fast-paced environment, demonstrates strong organizational skills, and takes pride in accuracy and timeliness.

Responsibilities:

- Process vendor invoices daily: code, approve, enter into system, and prepare payments (checks, ACH, wires).
- Manage AR: post rent payments; generate invoices/statements; track aging and follow up on collections.
- Reconcile AP/AR subledgers to general ledger monthly; resolve discrepancies.
- Reconciling bank statements.
- Assist with 1099 preparation and vendor compliance.
- Perform CAM (Common Area Maintenance) reconciliations in accordance with lease terms.
- Utility Billing
- Maintain organized records and assist with month-end reporting.
- Utilize Yardi property management/accounting software for daily transactions and reporting
- Support accounting team with additional tasks as needed

This job description is intended to outline the general nature, duties, and level of responsibility of the position. It is not an exhaustive list of all responsibilities, tasks, or qualifications associated with the role. Management reserves the right to modify, add, or remove duties as necessary to meet organizational needs.



Recommended Qualifications:

- Prior AP/AR experience; property management preferred
- Associate's or Bachelor's degree in Accounting, Finance, or a related field (or equivalent work experience).
- Strong Excel skills (VLOOKUPS, pivot tables, reconciliation workbooks).
- Experience with Yardi Voyager/Elevate preferred
- Familiarity with CAM reconciliations preferred
- Excellent organizational and communication skills; able to prioritize in a high-volume environment, deadline-driven environment.
- Detail-oriented with a focus on accuracy and timeliness.
- Reliable and professional; comfortable working in a collaborative, growing team.