

# Bulfinch

**Position:** Accounts Payable/Receivable Specialist  
**Location:** Boston, MA  
**Reports to:** AVP, Senior Controller

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Bulfinch is a third-generation commercial real estate firm specializing in the acquisition, development, management, and repositioning of commercial properties in Greater Boston. Since 1936, Bulfinch has taken a unique approach to creating value in commercial real estate and has successfully evolved and adapted to industry changes and the needs of all our stakeholders. The firm was founded on a commitment to our employees and the culture we began cultivating 85+ years ago embodies our entrepreneurial spirit and sense of family.

We are looking for a stellar AP/AR Specialist that embodies our core values to join our group! This person will be a team player assisting the team with the processing of payables and receivables along with other accounting tasks as assigned. The role can be remote with one day presence on premises. Contractor role with the possibility of conversion to full-time employee within 6 months.

## **Role + Responsibilities:**

### **Accounts Payable:**

- Act as the primary person for all accounts payable tasks, including processing invoices in a timely manner, accurately coding payments and verifying the applicable entity is charged through Yardi
- Ensure that all vendor accounts are current and follow-up on any refunds or past due amounts
- Assist site managers with the annual budget process, invoice processing, budget-to-actuals, capital projects-to-actuals and other assigned tasks
- Ensure real estate taxes are paid timely and control sheet is updated
- Provide supporting documentation for audits as needed
- Provide supporting documentation for CAM as requested
- Support the Property Accountants
- Review Form W-9 and set-up vendors as needed
- Assist the Tax Manager in the annual issuance of Form 1099's
- Assist with special projects, ad-hoc projects and other duties as assigned

### **Accounts Receivable:**

- Act as a liaison to the Property Accountants for accounts receivable tasks, including applying cash receipts in a timely and accurate manner, verifying daily cash activity through various online banking platforms, and assisting in A/R aging process to ensure compliance
- Assist with special projects, ad-hoc projects and other duties as assigned

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## Qualifications:

- BA/BS degree preferred; Business Administration, Accounting or Finance majors highly desired
- 1 to 3 years of accounting experience required. Previous accounting experience in a commercial real estate setting or related industry a plus
- Experience in Yardi preferred
- Strong computer skills with proficiency in MS Office suite
- Self-motivated person who thrives in a dynamic work environment
- Ability to interact in a team-oriented environment and show a willingness to collaborate and multitask
- Excellent organizational skills, strong attention to detail and the ability to manage multiple priorities, while meeting deadlines
- High degree of personal integrity and ability to work effectively in a fast-paced team environment
- Ability to work independently, as well as part of a team
- Adaptability to changing demands
- Effective problem-solving skills

The heart of Bulfinch is our people. We are committed to the individual growth and development of our most important asset - our team members. Bulfinch offers top-tier benefits and career-enhancement opportunities to all employees. We celebrate diversity and are committed to creating an inclusive environment for all employees. Bulfinch is proud to be an Equal Opportunity Employer.

As an equal opportunity employer, Bulfinch is committed to a diverse workforce. If you are a qualified individual with a disability or a disabled veteran, you have the right to request a reasonable accommodation if you are unable or limited in your ability to use or access Bulfinch's career website as a result of your disability. You can request reasonable accommodations by emailing Human Resources at [hr@bulfinch.com](mailto:hr@bulfinch.com) or by calling 781-707-4000 and asking for Human Resources. Thank you for your interest in Bulfinch.