



**www.Provisions.ws**  
**6632 Telegraph Road, Suite 350**  
**Bloomfield Hills, Michigan 48301**

ProVisions LLC is a full-service international commercial real estate developer, financier, and advisory firm.

ProVisions LLC has an excellent full-time opportunity available. The ideal candidate will be experienced in handling a diverse group of people, programs and strategic imperatives and will be able to work independently.

**BOOKKEEPER**  
**Located in Troy, Michigan**

**Position Description**

**Summary:**

Plans and carries out duties related to accounting/bookkeeping procedures. Compiles and analyzes accounts receivable and accounts payable information to prepare entries into accounts, such as general ledger accounts. Maintains and balances general ledger. Establishes and modifies documents, and coordinates the implementation and control of accounting procedures.

**Academic Qualifications:**

- High school graduate or equivalent (Required)
- Undergraduate major and/or coursework in Accounting/Finance (Required)

**Experience and Skill Requirements:**

- Proficient knowledge of Microsoft Office programs: Word, Excel, PowerPoint
- Experience with software programs pertaining to Accounting/Finance, QuickBooks (Preferred)
- Knowledge of Real Estate principles (Preferred)
- Previous work experience in the field of Accounting and/or Finance
- Takes initiative and works independently with minimal supervision
- Excellent communication and teamwork skills
- Highly developed organizational skills
- Detail oriented
- Strong bookkeeping skills (Preferred)

**Job Responsibilities:**

- Documenting information in general ledger accounts
- Manage accounts payable and receivables for multiple projects
- Analyzing financial information
- Establishing and modifying documents
- Budgeting for projects

**Compensation:**

Based on academic qualifications and relevant experience, a competitive package would be offered

**Contact:**

Human Resources @ 248.988.9341, Fax: 248.723.3341, Email: [hr@provisions.ws](mailto:hr@provisions.ws)

*Our Vision, Core Values, and Mission energize our organization and people.*