

We're
Planting
POSSIBILITIES



Accountant

(Braintree, MA)

About Our Award-Winning Company:

Peabody Properties, Inc. (PPI) is a full-service real estate company with a tradition of success. Committed to maintaining communities and relationships for four decades, we are your trusted partner specializing in residential and condominium management, marketing and leasing, construction management, capital improvement, relocation, assisted and supportive living services and real estate brokerage. ***Peabody Properties is an Equal Opportunity Employer.***

Our Vision and Mission:

Our Vision is our motto, *"We put the HOME in housing"*. Our mission is to deliver exemplary service through F – I – S – H. **(F) Fiscal** responsibility to our clients; **(I) Integrity** in all aspects of our business practices; **(S) Stability** of 40 years of meeting our clients' business needs; **(H) Humility** in our business relationships with clients and residents and a commitment to always listen.

Our Core Values:

- Respect is key in all aspects of employee, resident, owner and client relationships and communication.
- Each resident deserves professional and responsive service.
- The workplace is place for employees to learn, grow, excel, enjoy and collaborate to meet the mission of Peabody Properties.
- Each client can expect exceptional service and proactive employee response.
- The company has a social commitment to strengthen its connection to the communities in which we serve.
- We embrace diversity, creative thinking, and new ideas while striving to create a spirit of teamwork and cooperation in all that we do.

About The Job:

The Accountant is responsible for the accurate and timely processing of all accounting and reporting aspects of a portfolio of properties. Duties also include preparation of monthly, quarterly, and annual financial reports, including completion and maintenance of partnership general ledgers, and assistance in the establishment of annual fiscal budgets for each property in their portfolio.

Requirements of the Position:

- Computer knowledge of Windows, Excel, & Timberline preferable.
- Related work experience of 4+ years
- Strong analytical and technical skills
- Solid telephone skills
- Excellent Customer Service and Professionalism
- Good organizational and attention to detail skills
- Ability to communicate effectively, both verbally and in writing
- Ability to take initiative and be self-motivated
- Ability to multi task

Education and Experience:

BS Degree; Accounting or Financial related. Proficiency with Windows based accounting applications, spreadsheets and word processing. Knowledge of Timberline software a plus. Experience in property management also a plus!

Compensation and Benefits:

Peabody Properties, Inc. offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, 401(k), STD, life insurance, Employee Assistance Programs (EAP), paid time off, paid holidays, paid training, tuition reimbursement, wellness programs, employee referral bonuses, and flex spending.

EEO Statement:

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process, please e-mail our Company Recruiter and let us know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

Click on Link Below to Apply:

<https://peabodyproperties.clearcompany.com/careers/jobs/bd774eae-0c69-fb86-d583-a9bc73775e8c/apply?source=630907-CS-21631>

Company Website: <http://www.peabodyproperties.com/>