

ABOUT THE COMPANY

Peabody Properties, Inc. is recognized as a leader in the Real Estate industry, offering attractive compensation, benefits and challenging career opportunities. Our success can be directly attributed to the professional, dedicated and experienced staff that comprises our management team. For more information about PPI, visit our website at www.peabodyproperties.com

JOB DESCRIPTION

Peabody Properties, Inc. seeks a **Part-Time Compliance Manager**. This person will work directly with the Director of Compliance to assist in regulatory compliance within each government sponsored program, with particular emphasis on HUD and tax credit income certifications, IRS tax credit reporting requirements and tax credit audits.

QUALIFICATIONS

- * Previous LIHTC, Section 8 or related subsidy experience
- * Thorough and current knowledge of Fair Housing Laws
- * Proficient understanding of basic math concepts
- * Strong organizational, analytical and problem solving skills
- * Excellent verbal and written skills

BENEFITS

We view our staff as our most valuable asset. Therefore, we offer our employees a competitive salary and benefits package that include a 401K plan, recruitment bonus program, dental and medical insurance, disability benefits, prescription drug coverage, confidential employee assistance programs, reimbursement for health club costs, life insurance, vision-care plan, paid sick time, paid company holidays, tuition reimbursement, and paid vacations.

*Peabody Properties, Inc. is an Equal Opportunity Employer. Peabody Properties, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Applicants encouraged to confidential self-identity when applying. Smoke-free workplace. Drug-free work environment.

TO APPLY

Submit your resume via EMAIL to: mfrederick@peabodyproperties.com, FAX: 781.794.1001, OR by MAIL to Corporate Recruiter, Peabody Properties Inc., 536 Granite Street, Braintree, MA 02184