



Agree Realty Corporation, a high-growth Real Estate Investment Trust traded on the New York Stock Exchange (ticker symbol: ADC) based in Bloomfield Hills, Michigan is seeking to fill the position of Accountant with a qualified candidate.

As a part of our team, you will experience a workplace that is highly successful, fun, rewarding, supportive and energizing. All team members are given the opportunity to aggressively advance their career in our rapidly expanding and highly profitable company. Constantly challenging ourselves to improve and learn is one of our most cherished core values. Agree Realty Corporation's success is due in a large part to its growing, unique, collaborative team dynamic that forges strong friendship bonds among the team members. We trust and empower our team members to make decisions and improve processes. Ongoing professional development and technology training opportunities are regularly offered to help all team members advance their careers. Our team members feel comfortable and at home working in our award-winning modern office environment furnished with a generously stocked state-of-the-art Café, outdoor patio, extensive natural sunlight and open-area collaboration workspaces. Our team members enjoy generous compensation and benefits packages that include 100% company-paid health insurance, retirement plan, health club memberships and three company-provided lunches per week. Dinner is provided to team members who work late.

### **Accountant:**

The Accountant role requires a high-energy and self-motivated individual who seeks to thrive in a fast-paced and dynamic environment. The primary function of the Accountant is to provide support for all public company accounting functions. This exciting position will interface with multiple other departments, allowing for tremendous growth potential within the company. An idea candidate will ultimately have long-term growth opportunities within the company that enable him/her to learn all aspects of public company accounting, financial reporting, tax and Securities Exchange Commission (SEC) compliance.

### **Primary Responsibilities:**

- Manage tenant ledger accounts, including invoicing, cash application to AR sub-ledger, AR aging analysis and collection of past due balances
- Deposit cash receipts and perform other daily treasury functions
- Work collaboratively with Property Managers to resolve accounting issues and improve processes
- Monitor bank accounts for all deposits and disbursements
- Manage all lease activities, including common area maintenance ("CAM"), insurance and real estate tax reconciliations, lease review, rent increase notices, tenant move in/move out, etc.
- Assist in the preparation of work papers for quarterly financial reviews and annual financial audits
- Prepare journal entries in compliance with GAAP

70 E. Long Lake Road | Bloomfield Hills, MI 48304 | 248.737.4190

[www.agreerealty.com](http://www.agreerealty.com)

Jeanine Simjanoski | 248.419.6336 | [jeanine@agreerealty.com](mailto:jeanine@agreerealty.com)



- Assist with internal and external auditor data requests and communicate effectively to resolve problems
- Assist in preparing closing statement adjustments for weekly multimillion-dollar real estate transactions
- Support accounts payable with reviewing/approving/processing invoices for payment, general ledger account coding, quarter-end expense accrual entries, etc.
- Perform tasks that involve research and reconciliation of accounting data

**Minimum Job Requirements:**

- Bachelor's degree with a major in Accounting, Business, or related field
- 1+ year of experience in an accounting role
- Commercial real estate experience preferred, but not required
- Experience with Sage 300 Construction and real estate or other commercial real estate software preferred, but not required
- Experience with IBM Planning Analytics / TM1 preferred, but not required

**Applicant Characteristics:**

- Robust foundation of analytical, organizational and problem-solving skills
- Strong written and verbal communication skills
- Proficient in Microsoft Excel, Word, and Outlook
- Capable of thriving in a fast-paced, hyper-growth environment
- Ability to identify issues and recommend solutions to improve team efficiency
- Exhibits charisma and passion for real estate accounting and continuous growth

For consideration, please submit your resume by email to Jeanine Simjanoski, [jeanine@agreerealty.com](mailto:jeanine@agreerealty.com)

**About Agree Realty**

*Agree Realty is a publicly traded real estate investment trust (REIT) and industry leading acquirer and developer of retail net lease properties across the United States. The Company is traded on the New York Stock Exchange under the symbol ADC. Agree Realty was founded in 1971 and has been publicly held since 1994. The Company's growing portfolio currently consists of over 481 properties located in 44 states and totaling approximately 9.3 million square feet of gross leasable area. Building upon the foundation of excellence established throughout the past four decades, Agree Realty seeks to become the premier company in the retail space.*