



Agree Realty Corporation (NYSE: ADC), a high-growth Real Estate Investment Trust based in Bloomfield Hills, is seeking to immediately hire an **Accounts Payable Coordinator**.

As a part of our team, you will experience a workplace that is highly successful, fun, rewarding, supportive and energizing.

### **Accounts Payable Coordinator:**

The Accounts Payable Coordinator role requires a high-energy and self-motivated individual who seeks to thrive in a fast-paced and dynamic environment. The Accounts Payable Coordinator is responsible for ensuring all invoices are processed for payment on a timely basis, coding invoices to the appropriate general ledger accounts, maintaining accuracy, keeping all supporting documents organized and maintaining a high-level of confidentiality with sensitive information.

### **What you will do:**

- Process invoices using Nexus Payables and apply appropriate general ledger coding
- Review all invoices for appropriate documentation and approval prior to payment
- Process invoices for payment and obtain appropriate signatures
- Create and maintain files and documentation thoroughly and accurately in accordance with company policies for all accounts payable files
- Answer all vendor inquiries
- Obtain insurance certificates and W-9's from vendors
- Manage American Express credit card process for payment and proper coding into the general ledger

### **Who you are:**

- Five years or more of accounts payable experience required
- High School diploma or GED required
- Able to work independently and in a team environment
- Detail orientated with strong technical skills using Microsoft Office
- Experience with Sage 300 Construction and Real Estate software preferred
- Experience with Nexus Payables software preferred

### **Why us?**

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'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 also provided to team members who work late.



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

**About Agree Realty**

Agree Realty Corporation is a publicly traded real estate investment trust primarily engaged in the acquisition and development of properties net leased to industry-leading retail tenants. The Company currently owns and operates a portfolio of over 640 properties, located in 46 states and containing approximately 11.2 million square feet of gross leasable space. The common stock of Agree Realty Corporation is listed on the New York Stock Exchange under the symbol "ADC".

For additional information, please visit [www.agreerealty.com](http://www.agreerealty.com).