



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

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

### **Senior Property Accountant:**

The Senior Property Accountant role requires a high-energy and self-motivated individual who seeks to thrive in a fast-paced and dynamic environment. The Senior Property Accountant will support all public company accounting functions with a primary focus on the day-to-day accounting for our retail tenants and related properties. This exciting position will interface with multiple other departments within the company and will serve to be an excellent learning opportunity for intellectually curious and motivated candidates.

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

- Ensure that all property and tenant information is up to date and correct through lease interpretation and cross-referencing against other property information
- Ensure accuracy of all general ledger information
- Prepare journal entries in compliance with GAAP
- Maintain and record fixed assets and accruals for properties as assigned
- Perform quarterly/annual CAM analyses/reconciliations and assemble the necessary detailed supporting documentation for tenants
- Calculate and prepare budgeted tenant CAM estimates, year-end reconciliations, CPI adjustments and percentage rent
- Prepare management reports, including budget, insurance, tax and CAM information
- Responsible for collection of all outstanding AR balances including preparation of tenant default and demand notices if necessary
- Monitor bank accounts for all deposits and disbursements
- Work collaboratively with Property Managers to resolve accounting issues, solve business problems and improve processes
- Assist in the preparation of accounting work papers for quarterly financial reviews and annual financial audits
- Develop/maintain accurate and current standard operating procedures documentation
- Respond to internal and external data requests from auditors and communicate effectively to resolve problems
- Research complex issues and suggest resolutions
- Participate in strategic planning/growth for the department and company
- Participate in special projects individually or as part of a cross-functional team

### **Who you are:**

- Bachelor's degree with a major in Accounting required
- Five or more years of property accounting/lease administration experience required
- Experience working with and interpreting commercial real estate leases required
- Flexible and able to work independently and in a team environment
- Ability to apply effective problem-solving skills
- Strong analytical skills with attention to detail
- Experience with Sage 300 Construction and Real Estate software preferred
- Advanced MS Excel skills including V-Lookups and Pivot Tables 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).