



## **Lease Administrator**

Our Lease Administrator role requires a high-energy and self-motivated individual who seeks to thrive in a fast-paced and dynamic environment. The Lease Administrator's primary focus will be on the day-to-day lease administration and 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 tenant account information
- 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 with other property related tenant accounting as needed
- 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:**

- Minimum of three to five years of business experience required
- Associate or Bachelor degree preferred
- Experience with collections preferred
- Experience working with and interpreting commercial real estate leases preferred
- 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 Agree Realty?**

Agree Realty Corporation (NYSE: ADC) is a high-growth Real Estate Investment Trust based in Bloomfield Hills, MI. We are primarily engaged in the acquisition and development of properties net leased to industry-leading retail tenants. As of March 31, 2021 we owned and operated a portfolio of



1,213 properties, located in 45 states and containing approximately 21.0 million square feet of gross leasable space.

We offer our team members generous compensation and benefits packages that include:

- 100% company-paid health insurance
- Retirement plan
- Health club membership reimbursement program
- 3 company-provided lunches per week

Our team feels at home working in our award-winning modern office environment furnished with a generously stocked state-of-the-art café, outdoor patio, and open-area collaboration workspaces. Ongoing professional development and technology training opportunities are offered to help all team members advance their careers.

**To apply, please visit:** <https://airtable.com/shr83oleqpZKUxmsc>

For additional information about our company, please visit: <https://agreerealty.com/>

*Agree Realty Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.*