



Real Estate Property Tax Coordinator

Our Real Estate Property Tax Coordinator role requires a high-energy and self-motivated individual who seeks to thrive in a fast-paced and dynamic environment. The Real Estate Property Tax Coordinator's primary focus will be on ensuring that real estate tax payments are being made in a timely manner and initiating and facilitating the real estate property tax appeal process. This exciting position will also interface with third party companies in order to ensure that all real estate property tax functions are administered in a timely and accurate manner.

What you will do:

- Primarily responsible for the oversight, coordination and payment of all real estate tax activities with third party consultant, Ryan Tax Services
- Master the Ryan Tax Software content and procedures
 - On-Board newly acquired properties, ensuring that all pertinent information is correct in the System
 - Off-Board sold or vacated properties
 - Ensure that all property and tenant information is up to date and correct through lease interpretation and cross-referencing against other property information and process revisions/corrections
- Review, approve and process weekly billings and invoices for Landlord paid tax parcels
- Review monthly reports for Tenant payments where receipt cannot be verified, confirm delinquencies and issue demand/default letters
- Review and aggregate critical information regarding increased assessment amounts
- Review all proposed appeals and provide information to corresponding tenants, internal legal counsel and third-party tax specialists
- Ensure mailing addresses on tenant paid parcels are processed
- Maintain tax related trackers and files
- Coordinate refunds for over payments
- Work collaboratively with tenants for tax payment/parcel to effectively and efficiently solve and tax related issues
- Work collaboratively with other departments to resolve tax payment and tax parcel issues, effectively solve business problems and improve processes
- Research complex issues and suggest resolutions
- Develop/maintain accurate and current standard operating procedures documentation
- 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 real estate property tax experience required
- Associate or bachelor's degree preferred
- Experience working with leases and interpreting commercial real estate tax language
- Experience with working in tax specialized software
- Experience with analyzing property values and initiating/monitoring the tax appeal process
- 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



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. We currently own and operate a portfolio of over 1,404 properties, located in 46 states and containing approximately 29 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
- 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/shrlvujZ4LEu5dhns>

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

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