



### **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:**

- Two 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 MRI software preferred
- Experience with Nexus Payables software 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, 2022, we owned and operated a portfolio of 1,510 properties, located in 47 states and containing approximately 31.0 million square feet of gross leasable space.

We offer our Team Members generous compensation and benefits packages that include:

- 100% company-paid monthly health insurance premiums for Team Members and dependents
- 100% company-paid short-term, long-term, and life insurance premiums for Team Members
- Simple IRA retirement plan with 3% company match
- 3 company-provided lunches per week
- Onsite fully equipped gym and locker rooms

Our Team feels at home working in our award-winning modern office buildings furnished with generously stocked cafés, state-of-the-art auditorium, 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/shrIGFZSbz3HVCfEF>

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.*