



Property Accountant

This position is responsible for supporting the property level reporting and analysis function of the accounting department. Primary responsibilities include a focus on real estate and lease accounting matters across both the existing real estate portfolio and future acquisitions. The ideal candidate possesses strong analytical skills, fundamental accounting knowledge, and the ability to work collaboratively with professionals across the organization. This position will report directly to the Director of Property Accounting and will collaborate across the organization and most regularly with Property Management, Lease Administration, Due Diligence, Corporate Accounting and Finance.

What you will do:

- Review and approve lease- and tenant-related accounting workpapers including straight-line rent calculations and reconciliations of receivables, prepaids, and accruals.
- Analyze and prepare variance analyses over rental income and operating revenues and expenses to be utilized by senior management.
- Assist management in reviewing and assessing the collectability of operating lease receivables.
- Prepare monthly revenue accruals for the recovery from tenants of common area maintenance costs (CAM), real estate taxes, and insurance.
- Analyze and review annual reconciliations of CAM, real estate taxes, and insurance billings.
- Prepare and analyze property budgets and reforecasts.
- Collaborate with Property Managers to resolve property-specific accounting related issues.
- Collaborate with Lease Administration and Due Diligence on property onboarding and ongoing operations.
- Collaborate with Real Property Tax and Appeal Specialist and external real estate tax specialists to record real estate tax expense and related accruals.
- Prepare work papers for quarterly reviews and annual audits as assigned.
- Perform ad hoc analysis that involves research and reconciliation of accounting data.

Who you are:

- Bachelor's degree with a major in Business, Accounting or related fields
- 1-year experience in staff accountant role preferred
- Real Estate/Property Management experience preferred but not required
- Experience with MRI Accounting Software preferred but not required
- Good analytical, organizational, and problem-solving skills
- Strong written and verbal communication skills
- Computer proficiency in Microsoft Office

Why Agree Realty?

Agree Realty Corporation (NYSE: ADC) is a high-growth Real Estate Investment Trust based in Royal Oak, MI. We are primarily engaged in the acquisition and development of properties net leased to industry-leading retail tenants.

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 and a well-stocked café and coffee bar
- Onsite fully equipped gym and locker rooms
- Ongoing professional development opportunities

Our team feels at home working in our brand new award-winning modern office building furnished with a generously stocked café, state-of-the-art auditorium, outdoor balcony, and open-area collaboration workspaces. Our Culture Committee creates opportunities for team members to connect through fitness classes, volunteering, internal competitions, events, happy hours, and dedicated groups, like our Women's Insight Network.

To apply for the role, Please Visit: <https://airtable.com/shr1p8mNYNEZTx1U1>

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.