



### **Lease Administrator:**

Agree Realty is looking to add a Lease Administrator to our team. This position is responsible for supporting the Lease Administration function of our Accounting department. Primary responsibilities include the maintenance and interpretation of lease and property data for our retail tenants and properties, the monthly and periodic billing of our tenants, and the related collection of amounts billed.

The ideal candidate possesses strong analytical skills, an ownership mentality, and the ability to work collaboratively with professionals across the organization. This position will report directly to the Chief Accounting Officer and will collaborate across the organization and most regularly with the Property Management, Property Accounting, Due Diligence, Corporate Accounting, and Finance.

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

- Analyze and abstract key lease information to ensure all property and tenant profiles are accurate and up to date.
- Perform monthly tenant billings for a portfolio of properties, including base rent and recoveries for insurance, real estate taxes, and common area maintenance.
- Drive collection of all outstanding accounts receivable balances for a portfolio of properties.
- Review annual reconciliations of insurance, real estate taxes, and common area maintenance costs and assemble the necessary detailed supporting documentation for tenants.
- Work collaboratively with property managers to resolve lease or property questions or requests.
- Respond to data requests from tenants and communicate effectively to resolve questions.
- Research complex lease or property issues and suggest resolutions.
- Participate in strategic planning/growth and special projects for the department and company.

### **Who you are:**

- At least three years of relevant work experience preferred.
- Experience with collections and/or 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.
- Strong math aptitude.
- Experience with MRI and Real Estate software is a plus.
- Proficient in Microsoft Office, including Excel, preferred.

### **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, omni-channel retail tenants. As of December 31, 2023, the Company owned and operated a portfolio of 2,135 properties, located in 49 states and containing approximately 44 million square feet of gross leasable area.



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
- Opportunity to volunteer at a charity of your choosing with our Agree Gives Back program

Our team feels at home working in our brand new, modern office building furnished with a generously stocked café, state-of-the-art auditorium, coffee bar, and open-area collaboration workspaces. Ongoing professional development and technology training opportunities are offered to help all team members advance their careers.

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**To apply, please visit: <https://airtable.com/shrlGFZSbz3HVCfEF>**

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.*