



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 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 March 31, 2024, the Company owned and operated a portfolio of 2,161 properties, located in 49 states and containing approximately 45 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.



To apply, please visit: <https://airtable.com/appbXXJWXpn1Jrsl8/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.