

Source: Job Descriptions > Administrative and General > Comptroller

*Editor's Note:*

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- 

## **Job Description**

**Job Title:** Comptroller

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

## **SUMMARY**

Reports the financial condition of the total dealership to the dealer/general manager regularly and accurately. Provides sales and expense analyses summarizing potential problem areas and opportunities for improved profitability relative to monthly and annual forecasts.

## **ESSENTIAL DUTIES**

Essential Duties include the following. Other duties may be assigned.

Prepares a complete financial statement monthly according to dealership guidelines and within each manufacturer's format and time frame. Ensures that all manufacturer accounts, including warranty claims, rebates, interest protection and co-op advertising are current and accurate.

Interprets the financial statement and the daily operating control (DOC) regularly and informs dealer of developing trends.

Participates in the preparation of short- and long-term financial forecasts for the dealership.

Provides department managers with detailed financial and management reports.

Maintains an effective cash management system that forecasts cash funds and makes recommendations for the profitable use of excess cash.

Directs assessment of depreciation rates to apply to capital assets.

Reviews the general ledger and scheduled accounts. Notes any unusual entries and investigates.

Reviews the reconciliation of general ledger accounts with outside sources to ensure proper bank

reconciliation, reserve accounts, factory payable, and floor plan payable.

Stays abreast of tax code revisions and advises dealer regarding any operational adjustments needed to accommodate revisions.

Ensures compliance with all applicable government finance regulations, including filing and/or maintaining of required forms, payroll taxes and deposits, income taxes, retirement plan records, etc.

Manages the dealership computer system to maximize utilization.

Administers a loss review program and maintains loss reserves for contingent liabilities and trade receivables.

Meets with dealer to evaluate all insurance renewals.

Purchases property and liability insurance.

Prepares and processes all insurance claims.

Coordinates annual audit (or review) and physical inventory.

Ensures that all office personnel are using proper accounting procedures and maintaining accurate records and analyses and supervises the preparation of all information for the CPA in order to minimize audit or review costs.

Continually strives to improve data integrity and information reporting throughout the dealership.

Attends managers meetings.

Maintains professional appearance.

## **MARGINAL DUTIES**

Marginal Duties include the following. Other duties may be assigned.

## **SUPERVISORY RESPONSIBILITIES**

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Two to four years related experience and/or training; or equivalent combination of education and experience
- Four to ten years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## **Job Description**

**Job Title:** General Manager

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

## **SUMMARY**

Assumes responsibility and is accountable for customer retention and the profitability of each department in the dealership on behalf of the dealer. Fulfills responsibility through the use of sound business management practices. Plans, motivates, and coordinates the activities of the management team.

## **ESSENTIAL DUTIES**

Essential Duties include the following. Other duties may be assigned.

Hires, trains, and motivates all dealership department managers.

Directs and monitors all dealership management or supervisory personnel functions and completes formal performance evaluations of all department managers at regularly scheduled intervals.

Plans dealership operations for the coming year and submits to the dealer for approval.

Meets with the comptroller/office manager monthly to review departmental forecasts for consistency with the annual forecast.

Meets with managers individually to develop monthly and annual goals and objectives, and to review actual performance.

Monitors the daily operating control (DOC), recommending improved courses of action where necessary.

Provides dealer with accurate weekly reports on the financial condition of the dealership.

Ensures that the monthly financial statement is complete, accurate, and submitted on time to the factory.

Develops and maintains a good working relationship with lending institutions and manufacturer personnel.

Communicates management policies and procedures to all employees and ensures that they are understood

and followed.

Provides enthusiastic leadership to help shape employees' attitudes and build morale.

Holds regularly scheduled managers meetings to ensure that every department is operating efficiently and profitably.

Reviews all requests for training, approves those which are appropriate and consistent with the dealership's goals for professional/technical ability and advancement, and monitors their effectiveness.

Reviews and approves compensation plans for all employees.

Coordinates with the business office to ensure that records and analyses are maintained accurately.

Develops merchandising strategies and assists in creating effective, cost-efficient advertising programs.

Resolves any customer complaints that department managers are unable to rectify.

## **MARGINAL DUTIES**

Marginal Duties include the following. Other duties may be assigned.

## **SUPERVISORY RESPONSIBILITIES**

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Two to four years related experience and/or training; or equivalent combination of education and experience
- Four to ten years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages,

area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
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- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT**

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## **Job Description**

**Job Title:** Office Manager

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

## **SUMMARY**

Processes and generates financial data for all dealership departments, which together represent the accurate financial condition of the business. Provides accurate reporting to the dealer/general manager and is responsible for accounting office and administrative functions.

## **ESSENTIAL DUTIES**

Essential Duties include the following. Other duties may be assigned.

Hires, trains, and supervises office personnel.

Analyzes and organizes office operations and procedures.

Prepares a complete financial statement monthly according to dealership guidelines and the manufacturer's format and time frame.

Controls all posted documents, including time records, vehicle deals, commissions, and additions and changes to inventory.

Prepares daily bank deposit and cash report.

Maintains an effective cash management system. Forecasts cash needs.

Controls petty cash amounts for dealership and sales department.

Provides a timely daily operating control (DOC) and keeps the dealer/general manager informed about trends.

Reconciles select accounts monthly.

Approves adjustments to inventory and receivable accounts.

Ensures that all manufacturer accounts including warranty claims, rebates, interest, protection, and co-op advertising accounts are current and accurate.

Prints monthly journals, schedules, and general ledger. Closes month by processing accounting month-end.

Participates in the preparation of short- and long-term forecasts.

Assists in completion of annual review/audit.

Ensures compliance with all government regulations.

Prepares payroll on a timely basis, posts payroll, and maintains payroll records.

Prepares tax reports, tax deposits and tax returns in a timely, accurate manner.

Prepares employee health/life benefit payments.

Stays abreast of current factory incentives and codes deliveries on dealership computer system accordingly.

Administers charge-back program for late charges to inventory.

Prepares monthly floor plan report for use in commission calculations.

Prepares sales commission/chargeback detail reports.

Manages the payoff of vehicle floor plan and works with bank representatives.

Approves new charge accounts and oversees collection of past due accounts.

Compiles information and prepares reports as requested by management and/or dealer principal.

Controls keys to buildings and maintains log of keys issued to employees.

Cross-trains a qualified substitute.

Processes paperwork for new employees and terminations.

Keeps an updated file of all dealership job descriptions.

Maintains confidential employment files.

Maintains a professional appearance.

Attends managers meetings as requested.

## **MARGINAL DUTIES**

Marginal Duties include the following. Other duties may be assigned.

## **SUPERVISORY RESPONSIBILITIES**

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Two to four years related experience and/or training; or equivalent combination of education and experience.
- Four to ten years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
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## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
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## **REASONING ABILITY**

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## **CERTIFICATES, LICENSES, REGISTRATIONS**

### **PHYSICAL DEMANDS**

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### **WORK ENVIRONMENT**

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## **Job Description**

**Job Title:** Finance & Insurance Manager

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

## **SUMMARY**

Produces additional revenue for the dealership by selling finance and insurance programs and other appropriate after-sale items to new- and used-vehicle customers.

## **ESSENTIAL DUTIES**

Essential Duties include the following. Other duties may be assigned.

Sells financing and credit life, accident, and health insurance to customers.

Provides customers with thorough explanation of aftermarket products and extended warranties.

Converts cash deals to finance.

Establishes and maintains good working relationships with several finance sources, including the manufacturer.

Processes finance and lease deals accurately and fairly through financial sources to secure approval.

Conducts business in an ethical and professional manner.

Processes all federal, state, and dealer paperwork related to vehicle transaction.

Understands and complies with federal, state, and local regulations that affect the new- and used-vehicle and finance departments.

Completes paperwork necessary for vehicle sales and leases in a timely and efficient manner.

Checks all paperwork for correct title, lien information, taxes, etc., before forwarding to accounting.

Acquires and maintains current state insurance license, completing continuing credit insurance education as needed.

Provides customers with complete explanation of manufacturer and dealership service procedures and policies.

Seeks new lending institutions to secure competitive interest rates and finance programs continually.

Manages the alternative finance source program to ensure that several sources are available.

Seeks insurance companies for insurance paper.

Maintains insurance files.

Sets up and maintains a program which will ensure 100 percent turnover to the F&I department.

Provides sales force and sales managers with current information about finance and lease programs continually.

Trains the sales staff regarding the benefits of financing, insurance and extended service programs.

Works with sales managers to secure a reasonable profit from every sale.

Coordinates finance forecasting with sales department forecasting to achieve desired levels of penetration and income.

Ensures collection of all finance and insurance fees.

Takes all credit applications.

Prepares reports on finance penetration.

Works closely with general sales manager to establish sales department goals and objectives and ensures that they are achieved.

Attends managers meetings.

Handles all rate quotations.

Develops and monitors guidelines for working with customers to ensure maximum customer satisfaction.

Processes salespersons' "end of month" commission sheets for accounting office payroll.

Supervises and trains designated backup to ensure continued efficiency and profitability in the F&I manager's absence.

Maintains an adequate and current supply of all required contracts and paperwork needed for completion and finalization of car deals.

Maintains a professional appearance.

Maintains a clean and professional work environment.

### **MARGINAL DUTIES**

Marginal Duties include the following. Other duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Two to four years related experience and/or training; or equivalent combination of education and experience
- Four to ten years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to

customers, clients, and other employees of the organization.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
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## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
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- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

### **PHYSICAL DEMANDS**

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## **Job Description**

**Job Title:** Accounting Clerk

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

## **SUMMARY**

Obtains financial data for use in maintaining accounting records by performing the following duties.

## **ESSENTIAL DUTIES**

Essential Duties include the following. Other duties may be assigned.

Compiles and sorts documents, such as invoices and checks, substantiating business transactions.

Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts.

Computes and records charges, refunds, cost of lost or damaged goods, freight charges, etc.

Prepares vouchers, invoices, checks, account statements, reports, and other records.

Performs other duties as assigned.

Maintains a professional appearance and a neat work area.

## **MARGINAL DUTIES**

Marginal Duties include the following. Other duties may be assigned.

## **SUPERVISORY RESPONSIBILITIES**

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- No prior experience or training.

- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Two to four years related experience and/or training; or equivalent combination of education and experience

## **LANGUAGE SKILLS**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

- Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

### **PHYSICAL DEMANDS**

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## **Job Description**

**Job Title:** Accounts Payable Clerk

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

## **SUMMARY**

Compiles and maintains verified accounts payable records. Reconciles statements and issues payment to vendors.

## **ESSENTIAL DUTIES**

Essential Duties include the following. Other duties may be assigned.

Checks all vouchers and obtains appropriate payment approval.

Prepares accounts payable checks.

Posts all open items in accounts payable on a daily basis.

Prints all accounts payable reports and maintains all accounts payable files.

Reconciles statement and the ledger making sure that payments are consistent with dealership schedules.

Reconciles cash schedule.

Maintains petty cash system.

Communicates cash requirements for payable dates to the office manager.

Audits freight bills against freight inquiries.

Analyzes vendor accounts.

Provides title clerk with information on all purchased vehicles for title list.

Answers all vendor inquiries.

Reconciles bank balances on a daily basis.

Reconciles time cards, prepares work sheets for the office manager, and posts payroll on a weekly basis.

Posts flat rate flag sheets on a weekly basis.

Assists in monthly closings.

Prepares analysis of accounts, as required.

Assists with accounts receivable and special projects, as necessary.

Maintains a professional appearance and a neat work area.

## **MARGINAL DUTIES**

Marginal Duties include the following. Other duties may be assigned.

## **SUPERVISORY RESPONSIBILITIES**

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- No prior experience or training.
- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Two to four years related experience and/or training; or equivalent combination of education and experience

## **LANGUAGE SKILLS**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only

limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Take the following steps to customize each job description:

- Complete all empty fields as they pertain to the specific job being offered.
  - Remove any duties, qualifications, or other information that is not relevant to the specific job being offered.
  - Enter any additional information specific to the job being offered
- 

## **Job Description**

**Job Title:** Business Manager

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

## **SUMMARY**

Reports the financial condition of the dealership, develops controls necessary for the proper conduct of the business, maintains accurate records, and establishes and maintains data processing systems to accomplish the dealership's objectives.

## **ESSENTIAL DUTIES**

Essential Duties include the following. Other duties may be assigned.

Prepares a complete financial statement monthly according to dealership guidelines and the manufacturer's format and time frame.

Interprets and analyzes the financial statement continually.

Keeps the general manager and dealer informed about trends and the cash needs of the business.

Develops and maintains an effective cash management system.

Approves adjustments to inventory accounts.

Prepares short- and long-term profit projections for the dealership.

Meets with each department manager once a month to review the financial statement, pointing out any conditions that should be improved.

Administers payroll policies.

Purchases property and liability insurance.

Prepares and processes all insurance claims.

Coordinates annual audit (or review) and physical inventory.

Maintains loss reserves for contingent liabilities and trade receivables.

Establishes and administers a loss review program.

Automates all possible systems and establishes controls.

Coordinates with outside computer companies on computer performance and utilization.

Administers employee benefit programs.

Assists the dealer in formulating policy and publishes the dealership's policy statements and/or employee handbook.

Maintains a personnel folder on each dealership employee.

Prepares a daily management report.

Maintains a professional appearance.

Attends managers meetings as requested.

## **MARGINAL DUTIES**

Marginal Duties include the following. Other duties may be assigned.

## **SUPERVISORY RESPONSIBILITIES**

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Two to four years related experience and/or training; or equivalent combination of education and experience
- Four to ten years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions,

and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- 

## **Job Description**

**Job Title:** Controller

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

## **SUMMARY**

Reports the financial condition of the total dealership to the dealer/general manager regularly and accurately. Provides sales and expense analyses summarizing potential problem areas and opportunities for improved profitability relative to monthly and annual forecasts.

## **ESSENTIAL DUTIES**

Essential Duties include the following. Other duties may be assigned.

Prepares a complete financial statement monthly according to dealership guidelines and within each manufacturer's format and time frame. Ensures that all manufacturer accounts, including warranty claims, rebates, interest protection and co-op advertising are current and accurate.

Interprets the financial statement and the daily operating control (DOC) regularly and informs dealer of developing trends.

Participates in the preparation of short- and long-term financial forecasts for the dealership.

Provides department managers with detailed financial and management reports.

Maintains an effective cash management system that forecasts cash funds and makes recommendations for the profitable use of excess cash.

Directs assessment of depreciation rates to apply to capital assets.

Reviews the general ledger and scheduled accounts. Notes any unusual entries and investigates.

Reviews the reconciliation of general ledger accounts with outside sources to ensure proper bank reconciliation, reserve accounts, factory payable, and floor plan payable.

Stays abreast of tax code revisions and advises dealer regarding any operational adjustments needed to accommodate revisions.

Ensures compliance with all applicable government finance regulations, including filing and/or maintaining of required forms, payroll taxes and deposits, income taxes, retirement plan records, etc.

Manages the dealership computer system to maximize utilization.

Administers a loss review program and maintains loss reserves for contingent liabilities and trade receivables.

Meets with dealer to evaluate all insurance renewals.

Purchases property and liability insurance.

Prepares and processes all insurance claims.

Coordinates annual audit (or review) and physical inventory.

Ensures that all office personnel are using proper accounting procedures and maintaining accurate records and analyses and supervises the preparation of all information for the CPA in order to minimize audit or review costs.

Continually strives to improve data integrity and information reporting throughout the dealership.

Attends managers meetings.

Maintains professional appearance.

### **MARGINAL DUTIES**

Marginal Duties include the following. Other duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Two to four years related experience and/or training; or equivalent combination of education and experience
- Four to ten years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

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