**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**

* 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.
* Other tasks as assigned.

**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.

**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.