TITLE: Office Manager

REPORTS TO: Business Manager

POSITION INFORMATION:

The Office Manager assists in the fair representation of the financial condition of the company, implements controls to ensure compliance, and completes the activities necessary to accomplish these goals.

DUTIES AND RESPONSIBILITIES: (Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)

E( ) M( ) Prepare daily bank deposit.

E( ) M( ) Prepare daily cash report.

E( ) M( ) Reconcile and replenish cash boxes and petty cash.

E( ) M( ) Post mechanics' time records daily.

E( ) M( ) Post manual journal entries, counter tickets not posted by the computer system, and any other posting as required.

E( ) M( ) Maintain control of posted documents.

E( ) M( ) Post monthly standard entries.

E( ) M( ) Set up fixed asset and prepaid asset accounts.

E( ) M( ) Work with office staff to ensure timely completion of assigned tasks.

E( ) M( ) Prepare payroll on a timely basis, post payroll, and maintain payroll records.

E( ) M( ) Prepare tax reports, tax deposits and tax returns in a timely, accurate manner.

E( ) M( ) Maintain payables control: post invoices, prepare checks, and reconcile statements.

E( ) M( ) Post additions and modifications to inventory, both to manual stock record sheets and to the computer.

E( ) M( ) Administer charge-back program for late charges to inventory.

E( ) M( ) Reconcile inventories monthly and provide Business Manager with proposed adjustments.

E( ) M( ) Reconcile open cash weekly.

E( ) M( ) Reconcile select accounts monthly, prior to month end.

E( ) M( ) Assist in completion of annual review/audit.

E( ) M( ) Complete end-of-month accounting reports.

E( ) M( ) Prepare employee health/life benefit payments.

E( ) M( ) Keep an updated file of all job descriptions.

E( ) M( ) Prepare monthly floor plan report for use in commission calculations.

E( ) M( ) Prepare sales commission/chargeback detail reports.

QUALIFICATIONS:

Accounting degree preferred. One year of experience in a dealership position. Ability to read and comprehend instructions and information. Working knowledge of dealership documents. Excellent communication skills. Professional personal appearance. Will be trained on dealership computer systems. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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WORKING CONDITIONS:

The Office Manager works at a desk in an office setting for most of the shift. S/he will spend several hours a day analyzing dealership records, posting accounts, and performing other types of paperwork.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer