TITLE: Title/Billing Clerk for Vehicle Sales

REPORTS TO: Business Manager

POSITION INFORMATION:

The Title/Billing Clerk for Vehicle Sales processes car deals. S/he verifies costs, including the costs of reconditioning and equipment add-ons, for the accounting department and prepares legal transfer documents for the DMV.

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 tax and title documents.

E( ) M( ) Submit all legal transfer documents to the DMV.

E( ) M( ) Prepare stock cards for new and used vehicles.

E( ) M( ) Receive and process paperwork from the F&I department.

E( ) M( ) Prepare payoff checks for new vehicles and trade-ins.

E( ) M( ) Post vehicle sales and purchases.

E( ) M( ) Input inventory control information.

E( ) M( ) Report new-car sales to the manufacturer(s).

E( ) M( ) Order new vehicles on computer.

E( ) M( ) Register extended service policy contracts.

E( ) M( ) Prepare trade-in vehicle jackets.

E( ) M( ) Ensure that name and address files are updated on an ongoing basis.

QUALIFICATIONS:

Ability to read and comprehend instructions and information. Ability to type at least 50 wpm. One year of general office experience. Automotive accounting experience preferred.

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WORKING CONDITIONS:

This is a sedentary position. Work is performed at a desk in an office setting. Will be trained on dealership computer system(s).

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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