TITLE: Comptroller/Business Manager

REPORTS TO: General Manager or Dealer/President

POSITION INFORMATION:

The Comptroller provides sales and expense analyses for all departments. S/he must fairly represent the financial condition of the dealership, develop controls necessary for the proper conduct of the business, maintain accurate records, and establish and maintain the data processing capabilities to accomplish the dealership's objectives.

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

Management-related:

E( ) M( ) Prepare a complete financial statement and submit it to the manufacturer by the 10th day of each month.

E( ) M( ) Interpret and analyze the financial statement continually.

E( ) M( ) Keep the General Manager and Dealer informed about the trends and the cash needs of the business.

E( ) M( ) Develop and maintain an effective cash management system.

E( ) M( ) Determine the number of new cars which must be sold to cover the overhead and produce the desired profit.

E( ) M( ) Approve adjustments to inventory accounts.

E( ) M( ) Prepare short- and long-term profit projections for the dealership.

E( ) M( ) Meet with each department manager once a month to review the financial statement, pointing out any conditions which should be improved.

E( ) M( ) Administer payroll policies.

E( ) M( ) Purchase property and liability insurance.

E( ) M( ) Prepare and process all insurance claims.

E( ) M( ) Coordinate annual audit (or review) and physical inventory.

E( ) M( ) Maintain loss reserves for contingent liabilities and trade receivables.

E( ) M( ) Establish and administer a loss review program.

E( ) M( ) Automate all possible systems and establish controls.

E( ) M( ) Coordinate with outside computer companies on computer performance and utilization.

E( ) M( ) Administer employee benefit programs.

E( ) M( ) Assist the Dealer in formulating policy and publish the dealership's policy statements and/or employee handbook.

E( ) M( ) Maintain a personnel folder on each dealership employee.

E( ) M( ) Prepare the Daily Management Report by 10 a.m. each day.

QUALIFICATIONS:

Accounting degree or commensurate experience. Ability to read and comprehend instructions and information. One year of experience in a dealership position. Working knowledge of dealership financial statements. Ability to explain technical financial information in an understandable manner. Excellent communication skills. Professional personal appearance. Will be trained on dealership computer systems. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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WORKING CONDITIONS:

The Comptroller works at a desk in an office setting for most of the shift. S/he will spend several hours a day analyzing financial statements and other types of written information.

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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