

Job Description

Job Title: Deal Accountant
Department: Accounting Department
Reports To: Business Manager/Hawaii - CFO
FLSA Status: Non-exempt

SUMMARY

Maintain files of documents. Facilitate collection of certain vehicle receivables and contracts in transit. Responsible for recording all new and used vehicle deals and related transactions for assigned companies. Responsible for reconciling and maintaining all vehicle related schedules.

DUTIES AND RESPONSIBILITIES

Processes new and used vehicle deals. This includes ensuring compliance with the finance checklist and finalizing/posting deals in a timely manner. This may also include packaging deals to minimize the time it takes to fund contracts-in-transit.

Maintains and reconciles all schedules related to vehicles including but not limited to: contracts-in-transit, vehicle receivables, factory receivables, finance receivables, customer deposits, vehicle inventory, we owe/due bills, and vehicle flooring.

Identifies and investigates discrepancies.

Processes vehicle flooring payments.

Prepares journal entries.

Assists with DMV when necessary.

Analyzes month end general ledger and manufacturer financial statements.

Prepares manufacturer financial statements.

Prepares NCM reports and other financial reports as necessary.

Performs other duties as assigned.

Maintains strict confidentiality of confidential personal information of our customers in compliance with the Federal Trade Commission Safeguards Rule, implementing the provisions of the Gramm-Leach-Bliley Act as they pertain to automobile dealerships.

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. Computer knowledge and 10-key experience required. Will be trained on dealership computer systems.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence. Ability to

effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

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.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Be able to lift 5 to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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.

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. Professional personal appearance.

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.

Employee's Name & Signature

Date

Supervisor's Name & Signature

Date