


FINANCE MANAGER – PACIFIC BMW

Location: Glendale, CA
Job Title: Finance Manager
Reports To: Finance Director
Hourly Rate: Competitive Pay-Plan

HOURS:

- Monday to Friday 9 am to 9 pm (time varies as needed)
- Saturday 9 am to 7 pm (time varies as needed)
- Sunday 10 am to 6 pm (time varies as needed)
- Must be available all days and times listed above

JOB DUTIES:

- Handle all finance and insurance transactions resulting from the sale of a vehicle
- Greet and take care of customers while presenting Finance Products
- Review all documents with the customer
- Ensure Finance areas and neat and organized with the appropriate paperwork stocked and labeled
- Handle accuracy of new and pro-owned contracts, packaging, credit checks and self service funding
- Answer and follow-up with any customer related questions on Finance
- Perform miscellaneous tasks and errands as needed
- Follow BMW Best Practices

REQUIREMENTS:

- **HIGH SCHOOL GRADUATE**
- **DEALERSHIP FINANCE EXPERIENCE REQUIRED**
- **MUST HAVE STRONG ORGANIZATIONAL SKILLS & ABILITY TO MULTI-TASK**
- **MUST HAVE A VALID DRIVER’S LICENSE WITH GOOD DRIVING RECORD**

BENEFITS FOR ALL FULL-TIME REGULAR EMPLOYEES:

- 5 Vacation Days (year 1) & 10 Vacation Days (year 2)
- 6 Personal Days Yearly
- 6 Sick Days Yearly
- Employee Discounts
- Medical, Dental, Vision, Life-Insurance & Cafeteria Plans
- Yearly Performance Review
- Profit Sharing Plan with Annual Contributions to your Retirement Account

HOW TO APPLY:

- Visit www.pacificbmw.com
- Go to the Careers tab
- Click on Employment Application

ABOUT THE COMPANY:

With almost 30 years of continuous growth, Pacific BMW provides quality New and Used BMW's from Glendale to the greater Los Angeles area. Our Sales, Service and Parts centers are dedicated to providing our clients an enjoyable experience to fulfill all their automotive needs.

Pacific BMW is an Equal Opportunity Employer with a Drug-Free work environment.