

Office Manager Job Description

The Office Manager is responsible for exercising sound judgment regarding the dealership's overall financial and office workflow. The Office Manager is the key dealership employee for managing the accounting tasks and related policies and procedures at the dealership. The Office Manager is responsible for processing sales paperwork and ensures compliance with other financial activities and projects including payroll, floor plan payoffs, and schedules. The position also involves other daily duties, including cashiering, and answering / routing phone calls.

Duties and Responsibilities:

- Ensure that the accounting records are maintained in an orderly, current and accurate condition at all times
- Prepare financial statements
- Maintain internal controls to insure compliance with company policies and to safeguard the dealership's assets.
- Ensure timely completion of all financial statements, monthly work papers and reports, and resolve any issues.
- Monthly & annual financial reporting
- Tax & other compliance reporting
- Tracking & auditing accounts receivable & payable
- Cash flow management
- Auditing & oversight of bank account management
- Payroll & benefit administration
- Management of departmental staff
- End-to-end process improvement
- Finalize deals
- Order office supplies
- Other duties as assigned

Qualifications:

- 2 Year Accounting degree or equivalent experience
- Automotive accounting experience preferred, however, willing to train the right individual
- Outstanding written, verbal and presentation-based communication skills
- Strong computer skills
- Ability to effectively manage multiple projects simultaneously in a fast-paced and dynamic environment.
- Integrity, commitment & a sense of humor and ability to work in a team environment
- Excellent interpersonal skills, supervisory skills & communication skills
- Skillful at computer programs

Contact:

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