**JOB DESCRIPTION**

**BILLING MANAGER**

**JOB TITLE:** Billing Manager

**OBJECTIVE**

Routes vehicle transactions and ensures the proper completion of related documentation through the accounting office.

**PRIMARY RESPONSIBILITIES**

* Posts sales transactions to accounting records such as worksheets, ledgers, and computer files.
* Reconciles office records with those of the sales department.
* Prepares a daily report of contracts, vehicle receivables due, and proceeds.
* Accounts for all deal records. Compiles a list of any missing transactions.
* Resolves any titling problems with the responsible managers.
* Signs off on commission payments based on final documentation.
* Prepares invoices, listing items sold and services provided, amounts due, and credit terms.
* Reports unit sales figures and overaged vehicle inventory to the Controller.
* Keeps abreast of factory sales programs and ensures proper credits to accounts are made.
* Compiles reports as requested.
* Maintains a professional appearance.
* Attends manager meetings as requested.
* Other duties as assigned.

**ADDITIONAL RESPONSIBILITIES**

[If applicable.]

**SUPERVISORY RESPONSIBILITIES**

[If applicable.]

**QUALIFICATIONS**

An individual must perform each essential duty satisfactorily to perform this job successfully. The requirements below represent the required knowledge, skill, and ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and EXPERIENCE**

* Bachelor's degree (B.A.) from a four-year college or university; or one to two years related experience or training; or equivalent combination of education and experience.
* Two to four years of related experience or training; or an equivalent combination of education and experience
* Four to ten years related experience or training; or equivalent combination of education and experience.

**VERBAL SKILLS**

* Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the dealership.
* Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the public.
* Can read, analyze, and interpret standard scientific and technical journals, financial reports, and legal documents and respond to common inquiries or complaints from customers, regulatory agencies, or business community members. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to write speeches and articles for publication that conform to prescribed style and format.
* Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to give persuasive speeches and presentations on controversial or complex topics to top management, public groups, and boards of directors.

**MATH SKILLS**

* Ability to add, subtract, multiply and divide into all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic math.
  + Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane, solid geometry, and trigonometry. Ability to apply fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITIES**

* Ability to apply common sense understanding to carry out detailed but involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
* Ability to apply common sense understanding to complete written, oral or diagram instructions. Ability to deal with problems involving several concrete variables in standardized situations.
* Ability to solve practical problems and deal with concrete variables in situations where only limited standardization exists. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
* Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form and deal with abstract and concrete variables.
* Ability to apply logical or scientific thinking principles to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.

**CERTIFICATION and LICENSE**

[If applicable.]

**PHYSICAL REQUIREMENTS**

An employee must meet the physical demands described here to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Job Title:** Billing Manager

**Department:**

**Reports To:**

**FLSA Status:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**Revised Date:**

**Job Description Acknowledgment**

I have reviewed the job description for my position and understand my responsibilities.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_