**JOB DESCRIPTION**

**CONTROLLER**

**JOB TITLE:** Controller

**OBJECTIVE**

Reports the financial condition of the total dealership to the dealer/general manager regularly and accurately. Provides sales and expense analyses summarizing potential problem areas and opportunities for improved profitability relative to monthly and annual forecasts.

**PRIMARY RESPONSIBILITIES**

* Prepares a monthly financial statement according to dealership guidelines and within each manufacturer's format and time frame. Ensures that all manufacturer accounts, including warranty claims, rebates, interest protection, and co-op advertising, are current and accurate.
* Interprets the financial statement and the daily operating control (DOC) regularly and informs the Dealer of developing trends.
* Participates in preparing short- and long-term financial forecasts for the dealership.
* Provides department managers with detailed financial and management reports.
* Maintains an effective cash management system that forecasts cash funds and recommends the profitable use of excess cash.
* Directs assessment of depreciation rates to apply to capital assets.
* Reviews the general ledger and scheduled accounts. Notes any unusual entries and investigates.
* Reviews the reconciliation of general ledger accounts with outside sources to ensure proper bank reconciliation, reserve accounts, factory payable, and floor plan payable.
* Stays abreast of tax code revisions and advises the Dealer regarding any operational adjustments needed to accommodate revisions.
* Ensures compliance with all applicable government finance regulations, including filing and maintaining required forms, payroll taxes, deposits, income taxes, retirement plan records, etc.
* Manages the dealership computer system to maximize utilization.
* Administers a loss review program and maintains loss reserves for contingent liabilities and trade receivables.
* Meets with the Dealer to evaluate all insurance renewals.
* Purchases property and liability insurance.
* Prepares and processes all insurance claims.
* Coordinates annual audit (or review) and physical inventory.
* Ensures that all office personnel is using proper accounting procedures, maintaining accurate records and analyses, and supervises the preparation of all information for the CPA to minimize audit or review costs.
* Continually strives to improve data integrity and information reporting throughout the dealership.
* Attends manager meetings.
* Maintains professional appearance.
* Other tasks as assigned.

**ADDITIONAL RESPONSIBILITIES**

[If applicable.]

**SUPERVISORY DUTIES**

[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 an organization.
* 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. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or business community members. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information 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 math.
* Ability to work with mathematical concepts such as probability, statistical inference, and math fundamentals. Ability to apply fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITIES**

* Applying common sense understanding to carry out detailed but uninvolved 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.

**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:** Controller

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_