

JOB DESCRIPTIONS.

We have listed below most of the individual job categories that exist for the accounting office. We have used the most common Journal # category (used by computer vendors supplying new vehicle dealers) to define most of the categories. You might use this in your dealership to see who is performing various job functions in the office, if there is backup for each position, for interviewing prospective office employees and/or to see that there is a balance in the office in the assignment of the workload.

<u>Journal</u>	<u>Description</u>	<u>Main</u>	<u>Back-up</u>
100	PREPARE PAPERWORK ON NEW VEHICLE DEALS	_____	_____
100	PREPARE PAPERWORK ON DEALER TRADE DEALS	_____	_____
100	COMPUTER INPUT OF NEW VEHICLE DEALS	_____	_____
100	PREPARE LICENSE AND TITLE WORK -NEW VEHICLE DEALS	_____	_____
100	DCS INPUT OF NEW VEHICLE SALES	_____	_____
200	PREPARE PAPERWORK ON USED RETAIL DEALS	_____	_____
200	PREPARE PAPERWORK ON USED WHOLESALE DEALS	_____	_____
200	PREPARE LICENSE AND TITLE WORK -USED VEHICLE DEALS	_____	_____
200	COMPUTER INPUT OF USED VEHICLE DEALS	_____	_____
300	PREPARE PAPERWORK ON REPAIR ORDERS	_____	_____
300	COMPUTER INPUT REPAIR ORDERS	_____	_____
300	PREPARE PAPERWORK ON PARTS COUNTER TICKETS	_____	_____
300	COMPUTER INPUT PARTS COUNTER TICKETS	_____	_____
300	PREPARE PAPERWORK ON INTERNALS	_____	_____
300	COMPUTER INPUT INTERNALS	_____	_____
300	PREPARE PAPERWORK ON WARRANTY CLAIMS	_____	_____
300	DCS INPUT OF WARRANTY CLAIMS & EXTENDED WARRANTY	_____	_____
300	COMPUTER INPUT WARRANTY CLAIMS	_____	_____
300	COMPUTER INPUT OF WARRANTY CLAIM CREDIT MEMOS	_____	_____
400	COMPUTATION OF PAYROLL	_____	_____
400	COMPUTER INPUT OF PAYROLL	_____	_____
500	PREPARATION OF BANK DEPOSIT	_____	_____
500	COMPUTER INPUT OF BANK DEPOSIT	_____	_____
600	PREPARATION OF ACCOUNTS PAYABLE CHECKS	_____	_____
600	PREPARATION OF VEHICLE DEAL CHECKS	_____	_____
600	COMPUTER INPUT OF CHECKS	_____	_____
700	STOCK IN NEW VEHICLES	_____	_____
700	COMPUTER INPUT OF NEW VEHICLE INVENTORY	_____	_____
750	PREPARE PAPERWORK ON ACCOUNTS PAYABLE	_____	_____
750	COMPUTER INPUT OF ACCOUNTS PAYABLE	_____	_____
800	PREPARE PAPERWORK ON JOURNAL ENTRIES	_____	_____
800	PREPARE STANDARD JOURNAL ENTRIES	_____	_____
800	COMPUTER INPUT OF JOURNAL ENTRIES	_____	_____
800	PREPARATION OF FINANCIAL STATEMENT STATISTICS	_____	_____
800	COMPUTER INPUT OF STATISTICS	_____	_____
	DAILY DOC SHEET PREPARATION	_____	_____
	FINANCIAL STATEMENT PREPARATION & ANALYSIS	_____	_____
	PHYSICAL INVENTORY-NEW, USED, PARTS	_____	_____
	ACCOUNT RECONCILIATIONS	_____	_____
	CASHIER _____	_____	_____
	ACCOUNTS RECEIVABLE STMTS. & COLLECTIONS _____	_____	_____
	MISSING DOCUMENTS _____	_____	_____