



**Job Description**  
**Job Title: Office Manager**

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**Position Name:** Office Manager

**Employee Name:** \_\_\_\_\_

**Date Prepared:** June 30, 2008

**Date Revised:** July 21, 2012

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**General Statement of Duties:**

Responsible for the day to day operations of the dealership office and a property management company to include, but not limited to, cash collections, bank deposits, payroll, accounts receivables, accounts payables, and tax reports. Responsible for interacting with customers and vendors in the highest customer service friendly manner in order to establish and maintain long term customer and vendor relationships.

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**Essential Job Functions:**

1. Responsible for the payroll, accounts payables and accounts receivables function.
2. Responsible for accurate processing and reconciliation of all payment and adjustment transactions as established by Midtown Motor Company guidelines.
3. Responsible for the accurate preparation and processing of all bank deposits as established by Midtown Motor Company guidelines.
4. Responsible for accurately posting costs to inventory.
5. Prepare tax reports as necessary.
6. Process all incoming mail, e-mail, and faxes, etc.
7. Create promotional marketing tools.
8. Act as the Red Flag Program Coordinator.
9. Act as the Dealer Management Software Administrator.
10. Establish and maintain long-term customer and vendor relationships.
11. Mandatory paid training in-town or out of town for up to 6 times a year.
12. Meet/exceed performance expectations and complete work within the required time frames.

**Additional Job Functions:**

1. Supports the mission and vision of Midtown Motor Company and demonstrates excellent customer service at all times.
2. Understands and is committed to helping Midtown Motor Company achieve its goals.
3. Must use appropriate safety equipment and procedures at all times; must immediately report all unsafe conditions to supervisors; must be familiar with all safety features of equipment, tools or



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materials encompassed by job duties; and must check with supervisors (prior to job performance) if there is a question as to the safe procedure to be used for any job function.

4. Demonstrates ethical behavior as expected by our customers and vendors. Understands the personal obligation to report any activity that appears to violate applicable laws, rules and regulations.
5. Completes other duties as assigned.

**Minimum License and Certificates Required:**

N/A

**Reporting Relationships:**

Supervised By:           General Sales Manager

Supervision Of:         N/A



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The incumbent must fulfill the performance standards of this position and comply with the policies, rules and procedures.

*This job description is intended to describe the general nature and work responsibilities of this position. The job description and duties of this position are subject to change, modification and supplementation as deemed necessary by Midtown Motor Company. Employees are required to comply with supervisory instructions and to perform other job duties, responsibilities and assignments requested by supervisors, managers and administration.*

This job description does not constitute any employment contract between Midtown Motor Company and any employee.

*I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and comprehend it. I understand that this job description may be used as a tool to evaluate my job performance. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Third Signature (if required)

\_\_\_\_\_  
Date