

**Job Title:** Bookkeeper  
**Department:** Administration Department  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval Date:**  
**Date reviewed:**  
**Employment Status:**  
**Written by:**

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## **SUMMARY JOB DESCRIPTION**

### ***General office personnel.***

*Records the financial operations of the dealership. Prepares the invoices and compiles relevant data for the dealership. Obtains the financial data required for the maintenance of the accounting documents. Compiles and keeps verified accounts payable records. Reconciles the statements and issues payments to suppliers. Enters the payments in the customer accounts and keeps records of accounts receivable. Ensures appropriate collection of accounts still past due after 30 days. Reconciles and deposits monies paid to the dealership. Compiles and keeps pay documents.*

**The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.**

### **Accounts payable tasks**

- Verifies all receipts and obtains the appropriate authorizations for payment.
- Prepares the accounts payable cheques.
- Documents any open accounts payable items, on a daily basis.
- Prints all accounts payable reports and keeps files on regular suppliers.
- Reconciles the statements of account and the ledger and ensures that payments take place within dealership time frames.
- Maintains a petty cash system.
- Notifies his/her supervisor of cash requirements, based on time frames.
- Reconciles transportation invoices.
- Provides the sales secretary with information on all vehicles sold, so that the list of titles can be prepared.
- Answers questions from suppliers.
- Reconciles bank balances on a daily or weekly basis.
- Posts sales reports on a regular basis.
- Participates in the monthly closing of accounts.

- Prepares account analyses, on request.
- Cooperates in special projects, as required.

### **Accounts receivable tasks**

- Reconciles and deposits payments received from the after-sales and parts departments, including credit card payments, on a daily basis.
- Writes receipts for all cash received for vehicle sales; verifies whether any amounts are owing.
- Documents the finalized receipts and updates the ledger of customer accounts.
- Files all proof of receipts, the cheque stubs and the bank receipts.
- Prepares cash deposits and completes the cash control worksheet, on a daily basis.
- Reconciles the statements of account and sees to any necessary collection.
- Prepares the statements of accounts receivable as necessary, and sends them to the customers.
- Authorizes routine charges.
- Processes daily deposits of credit card payments.
- Locates and processes invoices for charges, returns and NSF cheques.
- Retrieves the initial vehicle invoices for payment.
- Takes telephone calls concerning accounts receivable and follows up on requests.
- Updates customer account information.
- Maintains a monthly list of holdbacks for his/her supervisor.
- Trains others for this position, as instructed by management.
- Cooperates in related special projects, on request.
- With regard to lines of credit, prepares a list of accounts receivable, as required by the financial institution.

### **Pay-related Tasks**

- Compiles pay data, such as the number of hours worked, sales volumes, bonuses and commissions, income tax deductions, employee contributions to insurance and pension plans, etc., from time sheets and other logs.
- Verifies and enters changes affecting net salaries, such as federal and provincial tax exemptions, insurance coverage, etc., and data on salary raises, promotions and/or employee transfers from one department to another.
- Calculates salaries and deductions from logs or pay sheets, verifies their accuracy and documents them in the payroll records.
- Prepares and issues pay cheques or direct deposits.
- Keeps records of leaves of absence and non-taxable income.
- Periodically prepares salary reports and reports on various source deductions.
- Prepares/files all documentation related to hiring and termination of employment.
- Keeps records of eligibility for vacation leave and sick leave.

- Processes all insurance forms and payments for employees, jointly with the controller.

### **Tasks related to the entry of sales**

- Documents sales operations in the accounting records, such as work sheets, the ledger and the computer files.
- Reconciles the records of the administration department with those of the sales department.
- Prepares a daily report on sales contracts.
- Justifies all records of operations. Compiles a list of missing operations.
- Authorizes the payment of commissions, based on the final documentation.
- Prepares the invoices indicating items sold and services provided, as well as amounts owing and credit conditions.
- Reports on sales by unit and the age of vehicle stocks to the controller.
- Keeps abreast of manufacturer sales programs and ensures that the appropriate accounts are credited.
- Incorporates the appropriate information on new vehicles into the computer system, as instructed by his/her supervisor.
- Writes a report on units sold, using the manufacturer's entry system. Keeps accurate and detailed delivery records.
- Compiles reports, as requested.
- Takes part in management meetings, if invited.
- Performs other tasks, according to management requirements and instructions.

### **Miscellaneous**

- Accesses computer files and compiles reports, as required, (for example, car sales follow-up reports, etc.)
- Maintains a professional appearance and a tidy work station.
- Performs other tasks, based on his/her supervisor's requirements and instructions.

## **SECONDARY TASKS**

- *Description of one or more secondary tasks to be added, according to your needs.*

## **JOB REQUIREMENTS**

**Language skills**  
**Knowledge and skills**  
**Responsibilities**

**Effort**  
**Work conditions**  
**Other requirements**

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Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

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**N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.**

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