



Harlow's Bus Sales, Inc.

Accounting / Title Clerk

Department: Operations

FLSA Status: Hourly

Grade/Level:

Work Schedule: Monday-Friday

Job Status: Full Time

Reports To: Sales Manager

Amount of Travel Required: < 25%

Positions Supervised: n/a

POSITION SUMMARY

This position will perform a wide variety of support and customer service and sales tasks within the dealership location. Other functions of this position will include support of corporate employees located within the dealership including some marketing, reporting and operational tasks. This position will require someone who is able to perform multiple tasks simultaneously. This position will also require a high level of attention to detail. Aspects of this position also including accounting, banking, and customer service.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

- All positions are required to know, understand and follow all corporate guidelines as outlined in the company handbook.
- All positions are required to follow federal, state, local and company safety guidelines and procedures at all times while working on company premises or doing company business.
- All positions will at time be required to perform company related duties beyond the scope of the job title and description.

Essential Functions Statement (s)

- **Daily/Weekly Accounting Duties** – Convert whole goods sales orders to invoices in accordance with company policy. Calculate sales commissions for bus sales and parts/service. Reconcile dealership bus inventory monthly. Enter and reconcile fixed assets from the subsidiary ledger to the fixed asset general ledger accounts. Ensure vehicles are entered into whole good inventory correctly when purchased.
- **Vehicle Titling** – This position will be responsible for ensuring that the titling process is accurate and compliant at all assigned states. This will include knowing and understanding the titling laws and regulations in each state, providing assistance to locations or customers with titling issues or questions as well as ensuring all incoming titles are properly assigned and tracked.
- **Title Tracking** – This position will be responsible for tracking all titles and MSOs for company vehicles. This will include ensuring that all titles are accounted for, sending titles

or MSOs to customers or other locations as needed and keeping an accurate title inventory.

- **Floor Plan** – This position will be responsible for assisting with GE/Navistar floor plan documentation gathering and report documentation. This will include ensuring Bismarck's inventories are accurate and up to date and that all files and vehicles remain within compliance of the floor plan company.
- **Sales Files** – Insure all sales files are complete with all required information.
- **Navistar** – Assist with physical inventory information for audit purposes on a monthly basis.
- **Other Duties as Assigned** – This position will be responsible for a variety of tasks and projects throughout the course of any given day. It is the expectation that the person in this position will complete these tasks in a complete and timely manner.

POSITION QUALIFICATIONS

Education: Associate's Degree (two year college or technical school)

Or

Experience: Five to ten years related experience

Basic Skills Required

- Able to work in fast-paced, self-directed entrepreneurial environment.
- Exceptional verbal and written communication skills.
- Intermediate proficiency level computer skills including Ms Word, PowerPoint, Excel and Outlook.
- Prominent organization and presentation skills.
- Excellent time management skills.
- Highly energetic and self-starter.
- Decision-making, problem resolution and creative thinking skills.
- Able to multi-task the activities with shifting priorities.
- Should be honest, assertive and systematic.
- Competent skills in dealer software.

Job Specific Skill Requirements:

- Knowledge and experience in commercial bus and school bus sales, or the demonstrated ability to quickly learn them is preferred.
- Intermediate to Advanced proficiency with MS Office products including Word, Excel, and Outlook.
- Experience in CRM software solutions.
- Experience dealing with cash or credit card transactions in a customer support environment.
- Demonstrated ability to provide excellent customer service.
- Social Media skills and internet literacy.
- Accounting skills including AP/AR as well as basic GL accounting knowledge.

- Ability to solve mathematical problems as related to banking, accounting and cash receipts.
- Proven ability to manage multiple project simultaneously.

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs. or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs.	O (Occasionally)
Sit	F (Frequently)	21-50 lbs.	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs.	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs.	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs. or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs.	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs.	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs.	O (Occasionally)

- N (Not Applicable)** Activity is not applicable to this occupation
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0-2.5+ hrs. /day)
- F (Frequently)** Occupation requires this activity 33%-66% of the time (2.5 – 5.5+ hrs. /day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs. /day)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Prepared by: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and / or assign tasks for the employee to perform, as the Company may deem appropriate.