

Position:	Lease Assistant & Accounts Receivables
Dealership:	Trotman Auto Group
Employment Status:	Full Time
Department:	Accounting

Position Summary:

The Lease Assistant/Accounts Receivable works directly with the Sales and Accounting department to complete administration and accounting duties.

Primary Duties and Responsibilities:

- Complete billing for Langley Chrysler, inclusive of; entering invoices, process receipt of Chrysler billing, reconciling statements, posting warranty and posting service contracts
- Routinely review Lease Receivables report to stay abreast on all outstanding receivables
- Perform follow up with Lease Clients on overdue payments
- Manage all communication and processing for charges related to lease clients, i.e. toll payments, correspondence relating to billing
- Process and modify all pre-authorized payment adjustments for client and bank reference
- Perform routine lease billing reconciliation
- Registering leases on Equifax
- Routinely review lease insurance status
- Receipt all electronic funds transfer/non-sufficient funds for all lease clients
- Post all Abbotsford PD leases
- Complete monthly lease flooring statements
- Process all new vehicle payouts
- Daily cash balancing and reconciliation (reconcile bank, create daily cash sheet for distribution)
- Performing bank runs as necessary
- Receiving payments from Accounts Receivable clients
- Report and courier vendor statements
- Maintain and reconcile petty cash for Langley Chrysler
- Reconcile work credit cards monthly
- Demonstrate behaviors consistent with Trotman Auto Group's Core Values in all interactions with clients, colleagues and vendors
- Additional duties as outlined by management

Qualifications:

- Automotive accounting experience preferred, but not required
- Minimum two (2) years of previous accounting experience
- Excellent written and oral communication skills
- Ability to prioritize and manage time while in a fast paced work, high volume environment
- Ability to effectively respond to and meet the needs of a diverse client base
- Computer Skills – PBS, MS Office applications, Outlook
- May spend extended periods of time working on computers
- Must have knowledge of general accounting procedures

Benefits:

As part of Trotman Auto Group's culture and vision, we believe success comes from great people within the organization that are knowledgeable, inspired and love what they do; people who do not only attain their personal and collective goals, but live and work to their full potential.

- Competitive compensation and benefits packages
- The ability to grow within an expanding and progressive dealer group
- A healthy and safe work environment
- A fun work environment with many social events