



LAKESIDE

INTERNATIONAL TRUCKS

— IT'S A MATTER OF PRIDE —
Pride In our self • Pride In our work • Pride In our customer

POSITION DESCRIPTION

Title: Accounting Manager
Department: Administration
Reports to: Director of Administration & Finance and Secretary/Treasurer

Purpose:

The individual in this position will assist the Finance Director in areas of dealership accounting and finance activities, systems operation and report generation. This individual will serve as administrative support liaison for all dealership departments. In addition, they will have responsibility to lead, supervise and train office personnel as needed.

Accountabilities:

1. Conversant in all administrative positions and be able to train new personnel.
2. Overall responsibility for reconciliation of all G/L accounts.
3. Overall responsibility for fixed asset and prepaid asset supplementary records.
4. Prepare and input payroll, J/E's, checks as assigned month end accruals and expenses.
5. Post all entries from Navistar monthly statement and reconcile statement to G/L.
6. Respond to department managers inquiries regarding department P&L statements.
7. Prepare daily and monthly reports
8. Run accounting month-end and financial statements
9. Manage general ledger accounts/MIS reports, make sure financial reports are in balance
10. Develop and maintain Accounting procedures manual
11. Manage ADP utilization and training for Finance & Administration
12. Manage improving Finance & Administration process and controls
13. Oversee efforts to control and reduce Lakeside costs and expenses
14. Review monthly expense reports for tax recordkeeping: spousal travel, gifts, and maintenance of company vehicle records
15. Oversee filing of tax reports/payments
 - a. FET
 - b. Estimated State/Federal Tax
 - c. Sales Tax
16. Dealer insurance accounting
17. Maintain records for year-end, assist in completion of annual review, tax return
18. Supervise administrative personnel to ensure timely completion of assigned tasks, cross train administrative personnel, prepare performance evaluations
19. Assist with Business Plan Preparation:
20. Manage input all business plans on financials
21. Assist in hiring administrative personnel as required
22. Assist Secretary/Treasurer as directed

23. Reconcile the following General Ledger accounts/schedules:

- | | |
|----------------------------------|---------|
| a. Employee Expense Advances | Monthly |
| b. Reserves Detail | Monthly |
| c. Reserves Balance Forward | Monthly |
| d. Accrued Payroll & Commissions | Monthly |
| e. Accounts Payable – NITC | Monthly |

Skills, Knowledge and/ or Experience Required:

1. Solid understanding of accounting principles
2. Proven leadership in a multi-location environment
3. Customer focused, able to relate to employees at all levels of organization
4. Knowledgeable of medium and heavy duty truck product
5. Excellent written and verbal communication skills
6. Self-motivated, works independently
7. Organizational skills, ability to prioritize multiple tasks

Educational Requirements:

College graduate or equivalent with an accounting background

Special/ Unique Requirements:

Strong background in dealership business system

Note: This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While the list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, change in personnel, work load, rush jobs, or technological developments).

All information received within the course of business is considered to be confidential information and is not to be shared with anyone else without the consent of senior management; this would include financial information, customer list, emails etc.