Job Description

Accounting Office and Title Clerk

Greg Sweet Chevrolet Buick, located in Conneaut, OH, has an immediate opening for an Accounting Office and Title Clerk.

Position includes Accounts Payable, Receivables, and Title Clerk responsibilities.

- Previous Accounting experience required.
- Must have strong attention to detail, ability to work well with others in an open office
- Must have strong communication, phone and computer skills.
- Accounts Payable – ability to spot overcharges etc.
- Accounts Receivable
- Assist in Bank Deposit and Reconciliation
- Answer phones, filing, common office duties
- Title Clerk – responsible for reviewing and verifying and follow-through for all documentation pertaining customer’s vehicle purchase is timely and accurate for all states and submit to DMV.
- Balance cash sales from previous day
- Print and post factory communications
- Stock in vehicles
- Active Notary Certification required – either now or soon after employment
- Assemble car deals for the bank and FedEx
  Follow funding of deals and do title work and payoffs
- Follow up on extended warranty payments
- Gather timesheets within the dealership
- Send out monthly statements
- Work with Body Shop department of balances
- Assist Office Manager as needed
- Assist with year-end 1099’s
- Everyday is different. Must be flexible and disciplined.
- Schedule: Monday – Friday 8-5 w/ 1 hour lunch. 40 hrs/wk.
- 1 week vacation after first year
- 1 week vacation after 2nd year and 2 week vacation thereafter
• 6 paid holidays if holiday is on workday and after 90 days of employment
• Insurance available HDHP 5K deductible on all
• HSA – Co funds $50/month
• AFLAC
• 401K
• Employee Discount/new vehicles
• Work Flexibility for errands/appointments
• Possible Advancement
• Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

For more information, please email your resume with name, phone and email address to c.dixon@gregsweet.com