

**Job Title:** Controller/Accountant  
**Department:** Administration Department  
**Reporting to:**  
**Date written:**  
**Approved by:**  
**Approval Date:**  
**Date Reviewed:**  
**Employment Status:**  
**Written by:**

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### **SUMMARY JOB DESCRIPTION**

***Executive responsible for the financial control of the company.***  
*Manages the financial planning and accounting procedures of the dealership, as well as its relations with credit institutions, shareholders and the financial community. Regularly reports to the dealer/general manager on the exact financial position of the entire dealership. Submits analyses of sales and expenditures. Submits a report on the dealership's financial position, develops control systems to facilitate efficient business operations, keeps accurate records and implements and maintains data processing systems, in order to attain the dealer's objectives.*

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

- Controls and manages dealership activities, such as the cash flow, the preparation of the budget, auditing of the books of accounts, purchases, fixed assets and insurance.
- Cooperates with the dealer in long-term planning, cash flow management and the allocation of funds.
- Keeps in touch with financial institutions regarding lines of credit and fund management.
- Analyzes, consolidates and manages all methods for determining costs, as well as other statistical and routine reports.
- Analyzes studies of general economic, business and financial conditions, as well as their repercussions on the dealership's policies and operations.
- Supervises and manages the production of the dealership's annual report.
- Evaluates the dealership's financial position and issues regular financial and operating reports.
- Keeps in close touch with the public accounting firm, to ensure compliance with generally accepted accounting principles and the maintenance of the dealership's financial structure, in such a way as to derive maximum tax benefits.

- Maintains a close working relationship with the legal firm, to ensure that all the financial activities of the dealership are accurately carried out, documented and recorded.
- Supports the dealer and/or general manager in managing cash flows and following up on ongoing contracts and accounts receivable.
- Works with the general manager in preparing the financial forecasts and budgets for each outlet or department, where applicable.
- At the request of the general manager, represents the dealer both within the dealership and with respect to external activities.
- Prepares the detailed monthly financial statements, in keeping with the dealer's instructions and the manufacturer's time frame and format. Ensures that all the manufacturer's accounts are up-to-date and accurate, in particular those concerning warranty claims, discounts, interest rate protection and industry advertising.
- Negotiates and supervises the various supplier contracts (data processing, snow removal, telecommunications, etc.).
- Regularly analyzes financial reports and the daily control of operations, and notifies the dealer of developing trends.
- Approves credit before customer accounts are opened.
- Establishes an account collection policy and supervises the follow-up of accounts receivable.
- Issues detailed financial statements and management reports for the department managers.
- Maintains an efficient cash flow management system, to provide for cash needs, and makes recommendations for the profitable use of surplus cash.
- Manages the evaluation of the amortization rates applicable to the fixed assets.
- Analyzes the ledger and the accounts recorded. Notes any unusual entries and verifies them.
- Reviews the reconciliation of the accounts in the general ledger with external resources, in order to ensure that the bank reconciliation, the reserve accounts, the accounts payable to the manufacturer and inventory financing are accurate.
- Keeps up-to-date on amendments to the Income Tax Act and notifies the general manager of any operational adjustments required.
- Ensures compliance with all government financial regulations, in particular those regarding forms to be completed or kept, consumption taxes and deposits, income tax, pension plan registers, etc.
- Establishes reserves for losses to cover contingent liabilities.
- Ensures that all office employees use appropriate accounting methods and maintain accurate records; analyzes and supervises the preparation of all data for public accountants, with a view to reducing auditing costs.
- Constantly endeavours to improve the accuracy of information and the methods by which it circulates within the dealership.
- Takes part in management meetings, providing the documents required for such meetings to proceed smoothly.
- Meets with each department manager once a month, to examine the financial statements, and stresses any situation in need of improvement.
- Approves adjustments to the inventory accounts.

- Coordinates the annual audit and the physical inventory.
- Writes a daily management report.

### **Insurance-related tasks**

- Maintains good relationships with the insurers, in order to obtain adequate coverage.
- Purchases insurance covering risks, as well as public liability insurance.
- Prepares and forwards all insurance claims.
- Meets with the dealer, in order to evaluate any insurance renewals (group insurance, insurance on the buildings or the stock, etc.).
- Processes and forwards all claims for compensation.

### **Tasks related to the management of human resources**

- Conducts formal evaluations of the performance of the personnel reporting to him/her, at set intervals.
- Trains and motivates the personnel reporting to him/her and participates in hiring this personnel, together with his/her supervisor.
- Manages employee benefit programs.
- Works with the dealer to develop policies and issue his/her policy statements and/or the employee manual.
- Manages remuneration policies and ensures that they meet the requirements of the Pay Equity Act.
- Keeps the dealership employee files up-to-date.

### **Tasks related to Bill 90**

- Prepares all the documents needed to meet the requirements of The Act to Foster the Development of Manpower Training (Bill 90).
- Meets with managers and supervisors to determine training needs, prepare the overall annual training plan and schedule and follow up.
- Plans and organizes training committee meetings and writes the reports.
- Compiles training data and analyses training needs for the previous year and the current year, in order to prepare the budgets.
- Keeps up-to-date on new training trends, methods and techniques.

### **Miscellaneous**

- Administers the occupational health and safety file, including relations with the Commission de la santé et de la sécurité du travail (CSST), and relations with representatives of the safety group of car dealers, if applicable.
- Administers the dealership computer system, to ensure optimum use (service contract, equipment, etc.).
- Maintains a professional appearance.
- Takes part in management meetings, if invited.
- Performs other tasks, based on management 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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