



Interstate Battery System of Detroit

Office Manager Position Description

Date:	September 2001	Position:	Office Manager
Revised:	January 2008	Reports To:	General Manager

GENERAL SUMMARY

Efficiently operate the functions of a small office including, A/R, paperwork, processing payments and general accounting.

DUTIES AND RESPONSIBILITIES

- Process payments and invoices in a timely and efficient manner treating all A/R matters as a primary responsibility
- Maintain A/P and A/R
- Make timely and accurate deposits
- Maintain Dealers files
- Upload and download handhelds on a weekly basis, except the National Accounts handheld which is processed daily
- Run End of Month procedures
- Process daily mail
- Process handheld data
- Keep office stocked with supplies
- Manage the DODD's and hold RSM's accountable
- Answer telephones / take orders / dispatch

QUALIFICATIONS

- A/R and A/P experience
- Basic computer skills required, I.E. Microsoft Word and Excel
- Good communication skills
- Excellent phone skills
- Some bookkeeping required

SCOPE

- Works with autonomy and is an integral part of the management team. Work receives review by General Manager and President.

WORK ENVIRONMENT

- Works from a desk
- Completes work on a computer, telephone and adding machine
- Warehouse environment, may be exposed to temperature extremes and battery acid

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities and duties of personnel so classified. The Battery Terminal, Inc. d/b/a Interstate Battery System of Detroit is an equal opportunity employer.