



Creative Bus Sales

Job Description

Bus Sales

Issue Date : 12/09/2016

Revision # : 0

Last Revised : n/a

Job Title: Finance Clerk Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Assistant		Operations Manager		HR Director	

Reports To: Director of Finance

Description: This position will assist the Director of Finance in various tasks.

Duties:

- Assist department director in handling incoming applications for customer finance/leases, following up for necessary or missing items.
- Work with lenders to obtain approvals, taking action for any additional needed items or questions
- Communicate effectively with entire sales and management team regarding deal status
- Analyze customer credit reports when needed
- Manage customer finance/lease document work flow from origination to funding
- Assist with equipment management duties for off lease vehicles

Education/Experience Required:

- Excellent customer communication skills, written and verbal
- Ability to take action effectively and problem solve without immediate direction
- Ability to handle large volume of incoming deal flow and outgoing paperwork
- Understanding of customer finance and leasing business