



Job Description

CHINO

Issue Date : 3/17/2017

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Last Revised : n/a

Job Title: Rebates Coordinator Full Time Non-Exempt Position

Prepared By	Date	Departmental Review	Date	Management Review	Date
HR Director	03/14/17	Accounting Controller		Human Resources Director	03/14/17

Reports To:

Supervisory: No

Description:

The Rebate Coordinator will be responsible for running and reviewing all rebate reports and making sure that they are being processed correctly and are being updated onto our Systems 2000 software.

Duties:

- Will process automotive rebates.
- Run and review daily deal report
- Review "Off-Invoice" rebates.
- Verify that all necessary information has been collected and saved into our system.
- Use methods and techniques of coding, verifying, balancing, and reconciling accounting records.
- Run and review Rebate Report:
 - Review and process rebate filings for all available deals
 - Notify coordinators for missing information
 - Submit and update system and report.
- Review and follow up on rebates applied not received.
- Prepare and submit the MFG release invoice log to all coordinators
- Follow up with coordinators for receipt of MFG release log
- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence.
- Ability to deal with problems involving a few concrete variable in standardized situations.
- Apply for Fleet Rebates for CBS Rental fleet.
- Review Lease report on a weekly basis.
- Provide adjustments to accounting in a monthly basis.
- Update SYS2K with Rebate Payment Information.
- Perform other duties as assigned.

Education/Experience Required:

- High School Diploma or equivalent
- Prior experience working on automotive rebates and incentives desired.
- Basic mathematical principles.
- Basic knowledge of spreadsheets and Word Processors
- Data Entry- 10 Key
- Detail oriented, highly organized and responsible
- Good written and oral communication skills
- Computer skills; MS Word, MS Excel and Sys2k
- Professional demeanor and cooperative attitude

Physical Requirements:

- Work is performed in an office environment.

- Will be required to stand, sit, and move throughout the office area as needed.
- Must have good manual dexterity.

I have read this job description and understand that the duties and responsibilities set forth may be subject to change by management at any time.

X _____
Candidate's Signature Date