

The Dunn Tire Way

- Work Collaboratively between departments and locations to share appropriate information and deliver the best products/services
- Quickly address individuals who hinder our ability to do Dunn Tire behaviors.
- Always demonstrate respect and appreciation when working with others.
- Openly and transparently communicate throughout the company and between locations.

Lead By Example

- Communicate clear and measurable goals, work to achieve them, and hold ourselves accountable.
- Consistently communicate successes and business updates with employees.
- Listen to and learn from others.
- Do what we say we will in the timeframe established.

The People Business

- Greet customers with a friendly smile (and voice) and thank them for their business.
- Have a sense of urgency in customer interactions
- Communicate expectations and follow up to ensure delivery of promises.
- Engage in friendly, good-natured interactions with co-workers and customers.
- Demonstrate the ability to relate to co-worker and customer situations when identifying and addressing their needs.

Dunn Right

- Be open to and continuously look for change when it is in the best interest of the company and/or customer.
- Prioritize employee and customer needs and work with appropriate urgency while remaining committed to top quality.
- Consistently adhere to and follow company guidelines.

Building Trust

- Take accountability for mistakes and learn from them.
- Talk positively about Dunn Tire to each other and our customers.
- Say what we believe to be true, not just what others want to hear, and do so in a respectful, thoughtful, and timely manner.

The Tire Pros

- Proactively learn and share knowledge and best practices with employees and customers.
- Explain options to others in ways that they can easily understand.
- Go above and beyond to help others.

Job Description & Statement of Understanding:

Reports to the Controller. Authority is limited to the application of policies, procedures, and store operations as dictated by the home office and communicated by your supervisor. Primary duties include reviewing and processing invoices for payment. Additional responsibilities include but not limited to:

- a. You are expected to continually grow in your capabilities in order to do a better job. You are also expected to expand your knowledge of other jobs if you are to be promoted within the organization.
- b. Deliver & Promote Dunn Tire's Mission World Class Global Behaviors and the Employee Recognition Program as outlined above.
- c. Confidentiality Agreement with regard to compensation and information that is specific to Dunn Tire and its' operations.
- d. Appearance according to Dunn Tire grooming standards.
- e. Review and process invoices for utilities, phones, repair & maintenance, help wanted services, security, advertising, auto expenses, office refunds, customer settlements, supply depot expenses and other miscellaneous requests for payment.
- f. Coding of invoices, Entry into the Accounting System, Preparing checks and filing.
- g. Annual 1099 Statement Preparation.
- h. Posting of all deposits and ROA's received each month the Accounts Receivable system.
- i. Reconciliation of Month End reports for deposits
- j. Processing monthly statements generated and mailed on the 25th of each month.
- k. Filing AR invoices
- l. Responding promptly for requests for copies of invoices.

I have reviewed, fully understand and agree to promote the Dunn Tires Mission World Class Global Behaviors. I also understand the job description as listed above. This job description is not all-inclusive and may change as upper management sees fit to service our customers as well as the overall operations.

Employee Name (Print)

____/____/____
Date

Signature