

Scott Marshall

Landisville, Pennsylvania, United States



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Summary

An involved leader in the auto dealership and accounting office administration environment. capable of assessing formulating and implementing a plan of action for accounting processes and procedural solutions making me an effective management and training professional.

Adept in office administration, accounting practices and procedures. Comprehensive knowledge of reading a general ledger. Double entry accounting, expense coding, journal entries, preparing and troubleshooting financial statements, payroll preparation, business and payroll tax accruals and payments; A/P, A/R.

Software Trainer, testing and troubleshooting, problem resolution. Software file system structures, Database structures. Hardware installing setup and configuring. Personnel Training, motivation and management.

<script type="text/javascript" src="https://platform.linkedin.com/badges/js/profile.js" async defer></script>

Experience



Dealer Coach

Dealerwise Consulting Group

Apr 2020 - Present (3 months +)

Providing S.O.P. to solutions and best practices and proper procedures for Dealership Management Roles such as: Office Managers, Finance Managers, Sales and Principal Owners, keeping people on track and performing in their duties with efficiency and integrity.



Finance and insurance software implementation & training

Autosoft DMS

Aug 2017 - Apr 2020 (2 years 9 months)

As a secondary role to DMS accounting training I also would take on the task to setup, configure, and train Finance Managers and sales staff how to use our industry specific Sales Finance & Insurance software.



Accounting Implementation & Dealership Consutant

Autosoft DMS

Jan 2014 - Apr 2020 (6 years 4 months)

I trained new users on-site and remotely, in dealerships utilizing our proprietary accounting and management DMS software. A strong focus on implementation and process development and role enhancement of dealership administrative personnel. The training curriculum encompassed general ledger code classification of financial data and general accounting procedures including accounts payable, accounts receivable, payroll, data entry, report compilation, and financial statement preparation and submitting to manufacturing franchisor utilizing dealership management software. Other duties include the provision of remote customer service and support, software and hardware system interface troubleshooting to resolve compatibility issues, and software functionality testing. I contributed to creating technical instructions and manuals detailing how the DMS worked.



Client Support Analyst

Autosoft DMS

Jan 2002 - Jan 2014 (12 years 1 month)

Client accounting software support. troubleshooting and maintenance.



Legal Assistant (TRANSITIONAL)

Phelan Hallinan

Sep 2012 - Apr 2013 (8 months)

Reviewed client files for accuracy. Utilized Windows based software to prepare, review, and file legal pleadings with all state county courthouses in Pennsylvania.



Tax Preparer (PART TIME)

H&R Block

Jan 2005 - Apr 2008 (3 years 4 months)

Consult with clients to gather information in order to prepare accurate tax return..

Discussed basic tax planning strategy.

Informed clients of tax saving products offered by Block.

End of day reconciliation. Bank deposit.



DMS Software Support

Softek Software International

Jan 2001 - Jan 2002 (1 year 1 month)

Received incoming calls, providing superior customer service and support for of Dealer Management Software.

Perform followup testing and troubleshooting for updates. Develop and document solutions for knowledge base. Hardware setup and install, base level network support.



Field Marketing Representative

MarketStar Global Inc.

May 1996 - May 2000 (4 years 1 month)

Field marketing representative for IBM, Hewlett Packard, and APC in various electronics retail locations including Best Buy, Circuit City, Computer City Office Max, and Office Depot. Performed product setup and employee training on the most current products and applications on the market.



Adult Basic Education Instructor (PART TIME)

Mahoning County Career & Training Center

Aug 1999 - Feb 2000 (7 months)

Utilizing a school outlined curriculum I instructed transitional Career adults on Microsoft Windows and Microsoft Office base applications, and how to navigate windows explorer to locate files create folders and how to use copy & past. I also trained them on basic Microsoft Publisher functionality and usage for graphic design. I also trained students on Internet Explorer and World Wide Web browsing. Showing students how to utilize search engines, save images, download files.



Service Department Manager/Road Service Dispatcher

Meander Tire Truckk Service Center

Aug 1989 - May 1996 (6 years 10 months)

Manager 6 employees, dispatch of 2 road service drivers in the daily operations in tractor trailer tire service.

Performed invoicing of products for 6 sales men and coordinated loading dock activities to prepare delivery of tires to fleet accounts.

Education



NADA Professional Series Office Manager

Certification, Office Management & Leadership

2019 - 2019

Trade studies of the duties and responsibilities for staffing, managing and running a successful dealership office.



FinanceManagerTraining.com

Certification, Customer Financing

2020 - 2020

Roles, Goals, Duties and Responsibilities of a Dealership finance manager, F&I software, reading credit reports, structuring the deal, advanced F&I closes, avoiding problems, Helping customers get Financing and using their purchasing power to offer valuable add on products utilizing menu selling, Pay plans and compliance basics-protecting the dealership.

<https://www.financemanagertraining.com/fi-certification-check/>



NADA professional Series Sales Manager

Certification, Dealership Sales Management & Leadership

2019 - 2019



Youngstown State University

Pursuing , Computer and Information Sciences and Support Services

1989 - 1991



Woodrow Wilson High School Youngstown Ohio

Diploma

1985 - 1987

General Academic studies for college prep.



South High School Youngstown, Ohio

1983 - 1985

general course studies for college prep



New Skills ACADEMY

Certificate, Life Coaching

2020 - 2020

Life Coaching – Benefits and the Differences between Counseling and Life Coaching

Foundational Values & Limiting Beliefs

The Different Types of Life Coaching and the Attributes of a Successful Life Coach

Listening and Communication Skills for Life Coaching

An Exploration of Belief Systems and an Overview of Life Coaching Fundamentals

Code of Ethics and Regulatory Standards in Life Coaching Practices – Powerful Questioning Skills (I)

Building a Rapport and Trust with Clients – Powerful Questioning Skills (II)

How to Help your Clients Set Value-Based Goals and Formulating Plans of Action, in Order to Achieve these Goals

Key Steps to Start, Market, and Sustain a Successful Life Coaching Business (Part 1)

Key Steps to Start, Market and Sustain a Successful Life Coaching Business (Part II)



Accountingcoach.com

progressive certifications, Accounting

2017 - 2020

a progressive accounting course covering disciplines of G.A.A.P. accounting in bookkeeping, managerial and financial accounting.


Licenses & Certifications

AC ACCOUNTING DEBITS AND CREDITS Certificate - AccountingCoach
51802372

AC ACCOUNTING ADJUSTING ENTRIES Certificate - AccountingCoach
63984923

NADA Office Management Certificate - National Automobile Dealers Association (NADA)


AC ACCOUNTING FINANCIAL STATEMENTS Certificate - AccountingCoach
85095803


 **American Institute of Professional Bookkeepers membership** - www.AIPB.ORG
Issued Dec 2019 - Expires Dec 2020
002605838


AC ACCOUNTING WORKING CAPITAL & LIQUIDITY Certificate - AccountingCoach
14646393

AC ACCOUNTING PAYROLL Certificate - AccountingCoach
11708333

AC Accounting Balance Sheet Certificate - AccountingCoach
<https://www.accountingcoach.com/certificates/verify/57592513>

 **Finance Manager Training Certificate** - FinanceManagerTraining.com
<https://www.financemanagertraining.com/fi-certification-check/>

 **Life Coaching Certificate** - New Skills Academy (part of BE-A Education Ltd)
M9ZGOIQ1

 **Microsoft Excel certified** - New Skills Academy (part of BE-A Education Ltd)
UTFS7RF6

Skills

Leadership • Presentation Skills • Bookkeeping • Information Technology • Technical Support • Accounting • Analytical Skills • Payroll • Office Administration • Account Management