



Example of Online Manager Job Description

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Our company is growing rapidly and is looking to fill the role of online manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for online manager

- Produce weekly & monthly reporting to support Online merchandising department, and Canadian executive team
- Own Market Share reporting & analysis for total Canada
- Serve as primary finance partner for VP of Online Production and VP of Online Technology
- Manage financial processes related to Online Capital, including budgeting, monthly forecasting and ongoing tracking of project-level spend
- Facilitate the capital acquisition request process, by working with project leaders to develop business cases for vetting requests with Online Finance management and Corporate Capital to secure approvals in a timely fashion
- Ensure proper controls are in place with capital acquisition process
- Own the month close process for production and technology, including preparing/approving accruals and journal entries, reviewing P&L and balance sheet to ensure data accuracy, issuing monthly variance analyses, and reviewing business performance with VP of Online Production and VP of Online Technology
- Own the monthly estimate process for production and technology, including working with business partners to gather latest assumptions on expenses, evaluate impact of business trends on overall forecast, explaining and preparing variance analyses, identifying key risks and opportunities, and preparing estimate package for submission
- Manage the annual budget process and long range planning process for production and technology capital and operating expenses, including partnering with VP of Online Production and VP of Online Technology to

with global/affiliate brands in planning process, and preparing templates and presentations required for budget and long range plan

- Work closely with AP colleagues to ensure POs and invoices are processed timely and accurately

Qualifications for online manager

- Solid organizational, client-services and communication skills
- Online experience is a plus, but will consider candidates with varied backgrounds
- No programming or specific technical skills required, but it is helpful to understand and be comfortable with internet-based technologies
- Bachelor's degree, Automotive related industry is a plus
- Passion, creative
- 2 to 4 years related web marketing/ecommerce business experience