

**Order Number:**

NY1468196

**Date Job Order Received:**

05/31/2023

**Number of Openings:**

1

**Company Name:**

Otis Technology

**Job Title:**

Staff Accountant

**Minimum Experience Required:**

3 years

**Job Description:**

Basic Function: To provide support within the areas of general accounting, accounts payable, accounts receivable, capital expenditures, policy & procedures, and special projects. Responsibilities: Maintains financial reports, records, and general ledger accounts. Prepares journal entries, analyses, and account reconciliations Assists with monthly close processes. Performs monthly balance sheet reconciliations Assists in ad hoc requests, reviewing financial statements, and assisting with audits Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts Manages accounts receivable collections. Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit. Assists with multiple State tax filings on a monthly, quarterly, and annual basis. Maintains knowledge of acceptable accounting practices and procedures. Performs other related duties as assigned. QMS Responsibilities: Knows the QMS requirements as they relate to them Complies with the organization Policies and Procedures Manual Complies with regulatory and statutory requirements Knows and explains the Quality Policy in their own words and how they impact carrying out the requirements of the policy in the job they do Performs their essential job functions as defined by job duties Key Competencies: Knowledge of accounting, finance, and general business principles Strong knowledge of Microsoft Office (Excel, Word, Power Point) Strong organizational and communication skills Excellent time management skills Behaviors: Demonstrates Otis Values Maintains professional demeanor Uphold integrity of the organization QMS Authorities: Recommends Corrective/Preventive Actions Stops processes if they find requirements are not being met Initiates Continual Improvements in product, customer satisfaction, processes and safety Makes decisions and taking actions based upon their defined position responsibilities within the organization Minimum Qualifications and Experience: (Education and Training) HS or GED required; Associate/Bachelor degree in business related field preferred 2-5 years relevant accounting/business experience a plus Strong numeracy and analytical skills. Good problem-solving and time management skills. Highly organized and detail-oriented. Any interested can send an email to [employment@otistec.com](mailto:employment@otistec.com) with their resume.

**Job Location:**

Lyons Falls, New York

**Pay:**

Starting pay not specified.

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Monday thru Friday

**Shift:**

Not specified.

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

Associates Degree

**Driver Licenses, Including Endorsements:**

Class D (Operator)

**How to Apply:**

To apply, contact the employer by telephone, or by email:

Phone: Seymour, Trisha (315) 348-2450

Email: [employment@otistec.com](mailto:employment@otistec.com)