

Order Number:

NY1513097

Date Job Order Received:

10/10/2024

Number of Openings:

1

Company Name:

Otis Technology

Job Title:

Accounting Associate

Minimum Experience Required:

2 years

Job Description:

Otis Technology is looking for a highly motivated, detail-oriented individual to join our finance team. The Accounting Associate will be responsible for accurately recording all day-to-day transactions of the Company, assisting with daily responsibilities for accounts receivable & payables, and work throughout the Finance department as needed. This position may be either full time or part time depending on the candidate chosen. Minimum Qualifications and Experience: (Education and Training) Associate degree in accounting or related business field; or HS Diploma/GED with minimum of 2 years previous experience relevant to the position Knowledge of Microsoft Excel and Word Strong analytical skills and self-driven Good problem-solving and time management skills Highly organized and detail-oriented Responsibilities: Record daily banking transactions into company financial systems Resolves invalid or unauthorized deductions from accounts receivable payments. Manage accounts receivables processes, including customer & provider invoicing & collections. Communicate effectively with sales, customer service, and customers to validate billing discrepancies. Manage and post daily invoicing Assist in the monthly close process through various ad hoc reporting Assist with the preparation for annual audits Monitor the GL for accuracy Support with special projects as required Support and respond to administrative tasks as needed Assist on ad-hoc reports and other duties as necessary Key Competencies: Solid understanding of basic bookkeeping and accounting payable/receivable principles Strong organizational skills with a focus on follow-through and attention to detail. Data entry skills Excellent written and verbal communication skills Time management Ability to maintain confidentiality Problem solving Pay range: \$18.00 to \$23.00 an hour depending on experience

Job Location:

Lyons Falls, New York

Pay:

\$18.00 - \$23.00 Hourly

Benefits:

Health Insurance

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:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

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

Phone: Lapell, Trisha (315) 348-2450

Email: employment@otistec.com