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Process Owner: HR Representative	Authority to Approve: Management Rep, Internal Auditors, Responsible Managers	010116	Revision: 0

Basic Function:


Responsible for all financial and fiscal management aspects of company operations. Provide leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the company.

Responsibilities:

- Create, coordinate, and evaluate the financial programs and supporting information systems of the company to include budgeting, tax planning, real estate, and conservation of assets
- Approve and coordinate changes and improvements in automated financial and management information systems for the company
- Ensure compliance with local, state, and federal budgetary reporting requirements
- Oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, mass salary updates, ledger, and account maintenance and data entry
- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports
- Develop and implement finance, accounting, billing, and auditing procedures
- Establish and maintain appropriate internal control safeguards
- Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations
- Ensure records systems are maintained in accordance with generally accepted auditing standards.
- Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems
- Assist in obtaining the necessary licenses and insurance required to start a business
- Analyze cash flow, cost controls, and expenses to guide business leaders. Analyze financial statements to pinpoint potential weak areas
- Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures
- Oversee financial management of foreign operations to include developing financial and budget policies and procedures
- Work with Senior Management Team to develop strategic plan to advance the company's mission and objectives and to promote revenue, profitability, and growth as an organization

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

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- Knows and explaining the Quality Policy in their own words and how they impact carrying out the requirements of the policy in the job that they do
- Performs essential job functions as defined by job duties
- Works with Senior Management Team to develop strategic plan to advance the company's mission and objectives and to promote revenue, profitability, and growth as an organization

Key Competencies:

- Demonstrated ability to focus on and gain results
- Advanced management skills, with a demonstrated ability to lead a large number of diverse groups in all different types of situations
- Highly developed ability to prioritize, plan and manage multiple tasks
- Proven ability to both lead and work within teams and to collaborate within and across all departments
- Advanced business acumen with the demonstrated ability to focus on both specific and overall business perspectives
- Ability to think and act strategically
- Effective written and verbal communicator at all levels of the organization
- Duties as project manager or project team member as appointed
- Advanced coaching, counseling, consulting and teambuilding skills
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles
- Knowledge of automated financial and accounting reporting systems
- Knowledge of federal and state financial regulations
- Ability to analyze financial data and prepare financial reports, statements, and projections
- Participation in top management meetings in regard but not limited to the implemented QMS or additional/special meetings as needed due to business issues

Behaviors:

- Demonstrates Otis Values
- Advanced collaborative behavior
- Highly developed leadership skills
- A bias for teamwork
- Demonstrates desire to engage and collaborate across all functions

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QMS Behaviors:

- Maintains a professional atmosphere
- Upholds the 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 takes actions based upon their defined position responsibilities within the organization

Minimum Qualifications and Experience: (Education and Training)

- Masters Degree in business related area
- ten years of experience in a senior-level finance or accounting position

Controlled

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INDEX OF CHANGES						
Training Required?	Doc. Rev.	Revised by:	Revision (revision, Addition, Removal); Pages or sections affected		Date	Approved by
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