Accounting Analyst Colombia

工作职责

Schedule supplier payments three times a month and maintain supporting documentation for proper filing. Request the timely processing of payroll, vacation, and severance/settlement payments.

Request the timely payment of pension, healthcare, and occupational risk insurance (ARL) contributions.

Request advance payments as needed. Ensure that any advance payments requested by other departments have received the necessary approvals.

Issue payment documentation for every disbursement.

Reconcile accounting records against actual payments made. Manage petty cash and check-based funds, including the preparation of reconciliation/settlement forms and reimbursement requests.

Request approval for checks. Issue approved checks. Handle currency conversions (monetizations) in coordination with the Central Bank (BanRep) reporting requirements, ensuring a complete file of supporting documentation for each transaction. Process international payments (ICO), including the negotiation of USD purchases and the preparation of instruction letters, while maintaining a complete file of supporting documentation for each transaction.

Request the timely payment of taxes.

Manage the authorization of purchase invoices, as applicable, to substantiate purchases in accordance with the Controlling procedure.

Ensure compliance with Continental policies and procedures (purchasing, POs, PRs, eDRs, SOWs).

Ensure all entries are recorded in a timely manner and complete the closing process by the established deadlines.

Respond to requests from the Accounting and Tax departments.

Handle tax and accounting audits.

Submit the original of every invoice to GT.

Collection of documentation for hiring, employment termination, enrollments, deregistrations, status changes, and the calculation of final settlements, bonuses, and severance pay. Issuance of employment certificates. Issuance of authorization letters for the withdrawal of severance pay.

Ensuring timely payment of salaries, vacation pay, and final settlements.

职位号码
REF100751L

所在地
波哥大

领导力级别
个人贡献者

工作场所灵活度
现场办公

工作时间
全职

法律实体名称
Continental Tire Colombia S.A.S.

Ensuring timely payment of social security, occupational risk insurance (ARL), and pension contributions.

职位要求

Minimum Required Experience:

Education / Qualifications: Bachelor's degree in Accounting or a related field.

Professional Experience: Minimum of three years of progressive experience in accounting or related positions.

Experience in Projects and Processes: Strong customer service orientation, ability to manage multiple tasks simultaneously, and experience working with accounting processes and continuous improvement initiatives.

我们可以提供

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关于我们

Continental develops pioneering technologies and services for the sustainable and connected mobility of people and their goods. Founded in 1871, the technology company provides safe, efficient, smart and affordable solutions for vehicles, machinery, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. With its premium portfolio of the division of cars, trucks, buses, two-wheelers and special tires, the Tires sector of the group provides innovative solutions in the area of tire technology. Smart products and services related to tires and the promotion of sustainability complete the product portfolio. For specialized dealers and fleet managers, the Tires sector offers digital tire monitoring and management systems, in addition to other services, with the objective of guaranteeing the operation of fleets and increasing their efficiency. With the supplied tires, Continental makes a significant contribution to safe, efficient and environmentally friendly mobility.

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