

Accounts Receivable Associate / Analyst

Your tasks

We are seeking a detail-oriented and efficient Accounts Receivable Associate / Analyst to join our Finance Team - Order-to-Cash (OTC) in Taguig City, Philippines. In this role, you will be responsible for the day to day operations of the accounts receivable, provides technical accounting, analytical support and ensures compliance with internal control requirements, company policies and procedures.

- Process and post customer payments accurately and efficiently
- Generate and send invoices to customers in a timely manner
- Reconcile accounts receivable ledgers and investigate discrepancies
- Monitor customer account balances and follow up on overdue payments
- Perform root cause analysis (RCAs) of errors and implement corrective actions
- Collaborate with sales and other teams to resolve billing inquiries and implement corrective actions
- Prepare and analyze accounts receivable reports for management
- Identify and implement process improvements to enhance efficiency and accuracy
- Ensure compliance with accounting policies, procedures, and regulations
- Participate in special projects and ad-hoc financial analysis as needed

Your profile

- Bachelor's degree in Accounting, Finance, or related field
- 2-3 years of experience in accounts receivable or a similar financial role in finance operations or shared service environment
- Proficiency in accounting software (e.g., SAP) and advanced Excel skills
- Strong mathematical and analytical abilities
- Excellent communication skills, both written and verbal
- Demonstrated ability to manage time effectively and multitask in a fast-paced environment
- Detail-oriented with a high level of accuracy in data entry and financial calculations
- Knowledge of accounting principles and practices
- Familiarity with financial regulations and compliance standards
- Ability to work independently and collaboratively within a team
- Strong problem-solving skills and proactive approach to identifying process improvements

Our offer

Ready to take your career to the next level and join us at the start of something extraordinary? Apply now to become a part of AUMOVIO and drive the future mobility together with us!



Job ID
REF2498A

Location
Taguig City

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
**Continental Automotive Systems
Philippines, Inc.**

About us

Continental's Automotive group sector is expected to be listed as independent company "AUMOVIO" in September 2025. With ~93,000 employees worldwide and annual sales of ~€20 billion, we are entering an exciting new era.

AUMOVIO stands for highly developed electronic products and modern mobility solutions. In addition to its strong market position with innovative sensor solutions, displays, and technologically leading braking and comfort systems, AUMOVIO has significant expertise in software, architecture platforms and assistance systems for the rapidly growing future market of software-defined and autonomous vehicles. Our purpose is clear: to make future mobility safe, exciting, connected, and autonomous.