Accounts Receivable Associate

Your tasks
We are seeking a detail-oriented and highly organized individual to join our finance team. The candidate will be responsible for accurately processing and reconciling incoming payments from customers, ensuring timely and accurate application to the appropriate accounts. You will also play a crucial role in efficiently handling of customer disputes and complaints as well as coordination of new customer accounts. You will play a crucial role in ensuring customer satisfaction, while maintaining the company’s reputation for exceptional service. The ideal candidate will possess excellent communication and problem-solving skills, as well as a strong attention to detail.

Job Description:

Responsibilities Cash Application: Accurately and efficiently post all incoming customer payments to the appropriate accounts in a timely manner, ensuring adherence to company policies and procedures.

- Reconcile payments received against outstanding invoices, identifying and resolving any discrepancies or issues promptly.
- Review and verify payment details, such as check amounts, ACH and wire transfers, credit card transactions, and other payment methods, to ensure accuracy.
- Communicate with internal stakeholders to resolve payment-related inquiries or discrepancies.
- Maintain organized and up-to-date records of all cash transactions, ensuring accuracy and compliance with internal controls and audit requirements.

Responsibilities Account Creation:

- Originations - Receive, process, track and expedite credit applications and requests for account modification to ensure published service times.
- Customer Data Compliance - Create, update, and maintain customer credit files.

Your profile
Education or Equivalent Experience: 0-1 year of related experience OR fresh graduates of any course. Additional education in finance or accounting is preferred.
Skills: Good command of spoken and written English; Ability to learn quickly; Customer orientation; Analytical mindset; Planning and organizing; Collaborating; Ability to work in a (virtual) team setting; Experience in SAP; Proficient in MS office; Basic experience in AR process; Proficient in MS office

Our offer

Job ID
REF48379R

Location
Makati

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
Continental Global Business Services Manila, Inc.
• Hybrid work arrangement
• HMO upon hire
• Work life balance
• This is for mid-shift schedule

Ready to drive with Continental? Take the first step and fill in the online application.

About us
Continental Global Business Services in Manila started in June 2012 as Veyance Technologies Inc. and was acquired by Continental AG in January 2015. On the same year, it legally changed the company name to Continental Global Business Services Manila Inc., which reflects its global presence as a full-fledged subsidiary of ContiTech Division in Continental AG.

GBS Manila is composed of five (5) main work streams, structured to make processes centralized, standardized, and in leveraged technology with the support of IT group, Continental Business Systems & RPA Competence Center.

It provides end-to-end, front-to-back services; from customer service, order management, purchasing, invoice to payment, credit and collection, full finance activities, data management, and HR services including payroll, employee benefits and talent acquisition; all built to meet its customers needs.