

## AP Accountant

### Responsabilități

Documents audit: responsible for company reimbursement documents audit, review reimbursement business legitimacy, authenticity, rationality, and compliance;

Documents compiled: responsible for the company's long-term borrowing, short-term borrowing, accounts payable, advance payment, other payables proof of charge to an account of;

Documents preparation, completes the cost, the cost of such payment voucher, cooperate with the cashier check cash account;

Monthly to handle the filing work of proof of charge to an account, at the same time to cover registration in evidence supporting document information;

Establish prepaid account ledger timely, and have to advance payment business on the basis of the expected return date completion documents information within the business department;

Check and clean up the bills to all accounts, at the end of each year to do a good job of reconciliation with suppliers. Complete other work assigned by the leadership.

### Cerințe

Bachelor's degree or above in Accounting Familiar with AP process, experience in Accounting more than 3 years Familiar with SAP, Excel and other basic computer operations Good English and communication skill

### Oferta noastră

No internal applications were received. as the specific nature of business requires administrative personel, an external hiring is necessary.

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### Despre noi

#### Continental Group:

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In **2023**, Continental generated **preliminary** sales of **€41.4** billion and currently employs around 200,000 people in **56** countries and markets.

Since starting its business in China in 1994, Continental serves all major OEMs across all vehicle segments. We also develop and produce materials, functional parts, components,



Job ID  
**REF49552Y**

Domeniul de activitate  
**Changshu**

Nivelul de Leadership  
**Leading Self**

Flexibilitatea programului de lucru  
**Onsite Job**

Persoană juridică  
**ContiTech China Rubber & Plastics Technology Ltd.**

and systems for railway, machinery, mining and other important industries. So far, Continental has expanded its presence in 23 production locations and 28 R&D centers, representing a workforce of around 17,600 in the country. Continental offers market specific solutions to the Chinese market.

#### **ContiTech Group Sector:**

ContiTech is one of the world's leading industry experts. Far beyond our roots as a rubber products manufacturer, we offer connected, environment-friendly, safe and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food industry and the furniture industry. As a group sector of Continental, ContiTech currently employs more than 40,000 people in 40 countries and regions and is active as a global industrial partner in Asia, Europe, North America and South America.