Accounts Receivable Associates

Your tasks

The Accounts Receivable Associate is responsible for applying customer remittance data to clear open receivables, resolving remittance exceptions that the banks were unable to apply, and verifying that all posted cash matches the bank deposits.

The Payment Applications Associate position reports to the Accounts Receivable Team Lead. There are no people reporting to this position.

- Reconcile all bank transmissions of lockbox/bank data daily to ensure all bank accounts are balanced to zero
- Provide a defined reason for the out of balance condition
- Process Lockbox and identify payments not automatically captured by the system (NAR only)
- Set up residuals according to the Residual Short Text Description Guide (NAR ONLY)
- Print remit detail of the bank’s remittance exceptions and resolve payment application issues.
- Apply and record “unapplied cash” to customer accounts.
- Retrieve remittance information from AR Mailbox, move it to the appropriate customer folder, and apply to open receivables when the payment is received.
- Retrieve EFT, ACH, wire remittance information received and input and process remittances against customer accounts and invoices.
- Check and Monitor NSFs and refunds and coordinate this to the collector assigned
- Process and post of intercompany payments
- Processing of Legg/Oil and Marine/P68 Cooper Payments
- Audit back up of residual set up by Payment Application Associates to ensure accuracy and completeness in the absence of Accounts Receivable Team Lead
- Forward documentation and data on unidentified deductions and overpays to the appropriate collector for resolution
- Forward audited residual back up and documentation to Residual Team
- Prepare debit and credit memos as necessary to resolve tax exceptions and submit for approval
- Maintenance of AR Mailbox
- Invoice Releasing
- Debit Credit Report Processing (NAR only)
- Run YRSI for any possible offsets (NAR only)
- Process Offset and Write Off Request sent to Offset Mailbox/Market

Your profile

Education or Equivalent Experience: 0-1 year of related experience OR
fresh graduates of any course
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; Preferably experience in SAP; Proficient in MS office; Basic experience in AR/PA process;

Our offer

- 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.