

# Japanese Speaking, Accounts Payable Analyst (Morning Schedule)

## Your tasks

The Accounts Payable Analyst is a technical specialist level whose main responsibilities include AP Process Improvement. The person will provide swing capacity support to Invoice Processor(s) as part of Business Continuity Plan (BCP). Support associates to attain targets on monthly KPIs. Responsible for reports such as GRIR, vendor recon and others that may be delegated by immediate superior. This person is proficient in all aspects of the whole AP process and can act as the SME for process improvement initiatives.

## Key Success Factors

- Prepare invoices for processing, scan and index invoices in Readsoft Verify and perform 3 way matching for PO invoices and 2 way matching for NON PO invoices based on the standard processes and country specific statutory requirements.
- Perform monthly accruals from Travel Management tool, manage email queries and perform audit according to travel and expense related policies, act as Program Administrator on credit card management and perform monthly card transactions review with HR/Controlling.
- Investigate / resolve supplier invoice and payment discrepancies and escalate as necessary.
- Communicate to vendors and employees including reconciliation and inquiries.
- Responsible for completing the accounts payable month-end, quarter-end, and year-end financial close process under strict deadlines.
- Support additional activities under the direction of P2P workstream management to meet business objectives with continued encouragement to use critical thinking to utilize the best and most efficient practices.
- Ensures compliance with Accounting Controls and other internal policies and procedures.
- Act as a back up for his /her colleagues process and deliverables.
- Identify and propose standardization opportunities, process improvements which will benefit both parties.
- Other duties and special projects as assigned.

## Your profile

- Bachelor Degree - Preferably in Accounting / Finance or other related courses
- Knowledgeable in Six Sigma and Lean methodologies is an advantage
- Fluent in both English and Japanese
- 2 + years of work experience in Accounts Payable
- Experience in process improvement activities



Job ID  
**REF53875B**

Location  
**Taguig**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**Continental Global Business Services Manila, Inc.**

- Experience in accounting and financial systems
- Proficient in using SAP preferred and advanced Excel skills preferred
- Work with Project teams on process improvements, development of KPI and other quality measures
- Accuracy and attention to detail and ability to take ownership of work
- Ability to work well both independently and in a team environment with minimal supervision
- Ability to deliver timely and accurate work output in a fast-paced and dynamic environment
- Experience in working with international teams and understanding of different cultures

## **Our offer**

- Hybrid work setup
- HMO upon hire
- Values-based culture
- Work-life balance
- Learning Opportunities

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## **About us**

- 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.

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.

On Jan 2024, Continental Automotive Business Services (CABS) Hub APAC joined GBS Manila. CABS Hub APAC (formerly known as Finance Service Center Philippines - FSCP), started on 2012. It provides end-to-end accounting services in APAC Region with workstreams: Accounts Payable, Accounts Receivable, Master Data Management, Cash Management, General Ledger, Statutory Reporting, and Process Excellence.