

Accounts Receivable Analyst (Morning Shift)

Your tasks

The Accounts Receivable Analyst is responsible for the creation and issuance of invoices, for applying customer remittance data to clear open receivables, resolving remittance that are unidentified, and verifying that at all posted cash matches the bank deposits/inwards.

The Accounts Receivable Analyst is also responsible for the Dispute Management and Dunning Procedure in accordance to the Standard Process Model. This involves investigation and reconciliation of accounts, maintaining appropriate follow-up, and escalation documentation, providing users with appropriate documentation for the resolution of deductions, ensure proper usage of Reason Codes. He/she alerts management of major issues and follows through until resolution. He/she provides the best possible customer service.

Key Success Factors

- Responsible for OTC processes such as collections, and cash application processes
- Implement strategies in the OTC processes to reduce company's DSO and past due invoices
- Communicate to customers including reconciliation and inquiries
- Responsible in researching and resolving daily issues and bank reconciling items
- Perform root cause analysis (RCAs) of errors and implement corrective actions or communicate to responsible team(s)
- Contributes to the OTC team 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.
- Other duties and special projects as assigned

Your profile

- Fluent in English
- Bachelors Degree preferably Major in Finance, Business, Accounting, or Economics. Or with 3-5 years of related professional experience or equivalent combination of education and experience.
- 1 to 2 years of professional experience in payment application, deductions, or other related accounts receivable functions.
- Experience in Account Receivable processes - Credit and Collection, Cash Application. Knowledge in Billing, Credit, Debit and Goods return knowledge preferred.
- Small group project or process improvement initiative
- 1 to 2 years experience in a BPO or shared services environment
- Experience with SAP and advanced Excel skills preferred
- Accuracy and attention to detail



Job ID
REF56578Q

Location
Taguig

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
Continental Global Business Services Manila, Inc.

- 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

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 January 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.