

# Accounts Payable Sr Analyst

## 담당 업무

The Accounts payable senior analyst is responsible for coordinating the end-to-end process of cash disbursements, focusing on legal and corporate compliance to process invoices and payments for Intercompany processes and organizing the accounts payable projects as an AP Key user.

## Key Roles & Responsibilities.

- Coordinate the projects for accounts payable as SAP key user for the AP module.
- Oversees and coordinates the activities within the Accounts Payable Intercompany Process.
- Ensure completeness, accuracy, and timeliness of payments.
- Provide performance feedback and define development measures for team members.
- Identify, define, and implement process improvement solutions.
- Standardize the process for maximum efficiency.
- Monitor and execute internal control procedures.
- Track the KPIs and support the team in achieving the targets.
- Identify internal control risks and implement action plans.
- Establish controls to ensure the quality of the processes.

## 지원자 프로필

- Bachelor's degree in accounting or related field.
- Advanced English.
- Highly Organized.
- Excellent Customer service skills.
- Experience:

Three years in Purchase to Pay processes.

Accounting and financial systems.



직무-아이디  
**REF56917Y**

모집 분야  
회계재무

지사  
**San Luis Potosí - Contitech**

리더십 레벨  
**Leading People**

근무 유형  
**Hybrid Job**

이름  
**AZAEL TERRONES**

법률 고지  
**ContiTech Mexicana, S.A. de C.V.**

Project management (desirable).

Shared Services Operations.

- Knowledge:

Process improvement and problem-solving tools (desirable).

Proficient usage of SAP.

End-to-end Cash Disbursements process.

Understanding of internal control elements Internal controls.

Proficient usage of Microsoft Office.

## 채우 조건

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## 기업 소개

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