

# Accounts Payable Sr Analyst

## Jūsų užduotys

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.

## Reikalavimai

- 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.



Darbo ID  
**REF56917Y**

Darbo sritis  
**Finansai ir kontrolė**

Vieta  
**San Luis Potosí - Contitech**

Lyderystės lygis  
**Leading People**

Darbo laiko lankstumas  
**Hybrid Job**

Kontaktinis asmuo  
**AZAEL TERRONES**

Juridinis asmuo  
**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.

## **Mes siŭlome**

Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

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## **Apie mus**

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