

Accounts Receivable Associate

Your tasks

Responsibilities Cash Application: Accurately and efficiently post all incoming customer payments to the appropriate accounts in a timely manner, ensuring adherence to company policies and procedures. -

- Reconcile payments received against outstanding invoices, identifying and resolving any discrepancies or issues promptly. -
- Review and verify payment details, such as check amounts, ACH and wire transfers, credit card transactions, and other payment methods, to ensure accuracy. -
- Communicate with internal stakeholders to resolve payment-related inquiries or discrepancies
- Maintain organized and up-to-date records of all cash transactions, ensuring accuracy and compliance with internal controls and audit requirements.

Your profile

We are seeking a detail-oriented and highly organized individual to join our finance team. The candidate will be responsible for accurately processing and reconciling incoming payments from customers, ensuring timely and accurate application to the appropriate accounts. You will play a crucial role in ensuring customer satisfaction, while maintaining the company's reputation for exceptional service. The ideal candidate will possess excellent communication and problem-solving skills, as well as a strong attention to detail.

- College diploma or equivalent; additional education in finance or accounting is preferred.
- Proven experience as a Cash Application Specialist, dispute management or similar role, preferably in a fast-paced finance or accounting environment. -
- Strong attention to detail and accuracy in data entry and transaction processing.
- Proficient in using financial software and Microsoft Office applications, particularly Excel. -
- Excellent analytical and problem-solving skills.
- Exceptional organizational and time management skills, with the ability to meet deadlines and handle multiple priorities. -
- Effective communication skills, both written and verbal, to interact with internal teams professionally and courteously
- Ability to work independently with minimal supervision and as part of a team.

Our offer

- Hybrid work arrangement
- HMO upon hire



Job ID
REF57802S

Location
Makati

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
Continental Global Business Services Manila, Inc.

- 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.

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.