

# Accounts Payable Analyst/Specialist

## Responsabilități

### Key Success Factors

- Validation, identification and completeness of approvals, invoice details and supporting documents based on the standard processes and country specific statutory requirements.
- Processing of employee expenses (reimbursement and travel liquidation) and implementation of travel and expense related policies
- Responsible in researching and resolving daily issues 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.
- Contributes to the Purchase-to-Pay workstream 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.
- Perform monthly invoice and employee expenses accruals and other month end tasks
- Prepare AP Aging, GRIR report and external and internal audit requirements
- Other duties and special projects as assigned.

## Cerințe

Bachelor Degree - Preferably in Accounting / Finance or other related courses

Knowledgeable in Six Sigma and Lean methodologies is an advantage

2 + years of work experience in Accounts Payable

Experience in process improvement activities

Experience in accounting and financial systems

Proficient in using SAP preferred

Work with Project teams on process improvements, development of KPI and other quality measures

Stakeholder engagement, supervising associates, conducts training/s on subject of expertise

Able to facilitate team meetings to share best practices, lead process improvement initiatives, actively participate/form part of GBS committees (such as events comm., Connect)

Experience in working with international teams

Understanding of different cultures



Job ID  
**REF63694F**

Domeniul de activitate  
**Taguig**

Nivelul de Leadership  
**Leading Self**

Flexibilitatea programului de lucru  
**Hybrid Job**

Persoană juridică  
**Continental Global Business Services Manila, Inc.**

## Oferta noastră

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

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## Despre noi

- 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.