

# Accounts Receivable Associate / Analyst

## Your tasks

Contact assigned customers regarding past dues via generic email and record all activities in SAP notes.

Run and review of aging to choose accounts to follow up

Checking and Responding to emails of customers in relation to the follow ups made

Checking General Ledger for Payment that came in then update worksheet

Checking and responding to emails from Customer Service whenever there is an order on hold

Reconciliation of accounts and sending this customers if needed

Checking reason accounts are blocked

Sending of Statements to Customers & Pre-collection as requested

Sending of Invoices/PODs/Credit Memos as per request of customers

Return problematic accounts to local collections representatives with an explanation of the reason for the return

Understand customer profiles and their related sensitivities

Forwarding issues/concerns of customers to local office (collections, sales, customer service)

Issue requests for refunds of cash on account or credit memos as needed

Deduction Management

Review accounts receivable aging schedule for delinquencies

## Your profile

Bachelors Degree or equivalent work experience

0-2 years experience in Payment Applications or any Order to Cash Processes

Experience in Accounts Receivable process improvement

Proficient in using SAP preferred Proficient in using Microsoft Office Suite

not required

0-1 year experience in BPO or shared services, preferred but not required.

## Our offer

- Work effectively in teams, including multi-disciplinary teams
- Demonstrates even-tempered, tactful, considerate and pleasant behavior• Presents and maintains a professional demeanor
- Self-starter, able to determine work steps based on management direction• Takes initiative and asks clarifying questions as necessary
- Demonstrated ability to manage multiple priorities and follow through on projects to completion • Maintains composure in a fast-paced, rapidly changing environment
- Consistently exhibits sound professional judgment• Ability to identify and analyze issues, prioritize and quickly recommend and implement



Job ID  
**REF77279L**

Location  
**Makati**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**Continental Global Business Services Manila, Inc.**

appropriate solutions

- Demonstrated ability to achieve successful outcomes in handling difficult situations, customers and suppliers• Thinking critically and structuring analyses to solve poorly defined problems
- Basic project management skills, including understanding how to plan for own work in reasonable time frame and break tasks into achievable sub-tasks• Strong analytical abilities, including ability to leverage Excel, Access and other quantitative analysis tools
- Strong business modeling experience• Ability to effectively interact with many levels of management in both one-on-one and multi-disciplinary group settings• Good written and oral communication skills

Ready to drive with Continental? Take the first step and fill in the online application.

## **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. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.