

## DEPUTY MANAGER - FINANCE AND ACCOUNTS

### Your tasks

- Payments Import payments as per Purchase Order Terms & documentation,
- Reconciliation Monthly Inter-Company Reco. ( ContiTech )Monthly GIT report Vendor invoice booking ( Goods & Service including transporter) - Domestic + Import Purchase register with complete details
- Vendor Booking Current month Provision & reversal of last month provision HR & FI (Reporting in Monthly MIS)
- Statutory Audit Statutory Audit activities support - Monthly Salary Reco. + Vendor as per PBC
- Import Banking Compliance IDPMS sheet update - Reco. with Books BOE / advance to vendor closure over banking website, settlement BOE / IDPMS pendency with the bank.
- Fixed Assets Management FA approval, CWIP & assets number creation, depreciation run & assets retirement

### Your profile

B.Com with good educational record.

### Our offer

- 1) Experience of SAP
- 2) Vendor Payment procedures, dealing with banks
- 3) Experience required in accounting field for atleast 7-8 years.
- 4) Advance level knowledge in Ms. Office specially in Ms. Excel.

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



Job ID  
**REF77534R**

Location  
**Sonipat**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**ContiTech India Pvt. Ltd.**

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.