

## Sr AP Analyst ( ICO and 3rd parties coordinator )

### Jūsų užduotys

Sr AP Analyst centralizes coordination of projects that impact the entire area. As an AP Key User and will be responsible for the Intercompany process and developing improvements to the accounts payable processes through CBS and SAP systems.

### Key Roles & Responsibilities.

- Monitor and ensure timely posting of invoices
- Tracking of good receipts.
- Authorization and review of payments accurately and on time.
- Attention to supplier inquiries, and internal customers.
- Attention and follow audit requirements.
- Authorization of AP GL accounts reconciliation.
- Follow up Month-end activities.
- Maintain a standardized process for optimal efficiency.
- Promote continuous improvement in defined KPIs and establish action plans
- Define relevant indicators for your area
- Key user AP (Managing changes and improvements in SAP Transactions)
- Personnel Administration (Supervising, coordinating and developing staff under his/her charge)
- Coordinate projects.

### Reikalavimai

- Bachelor´s degree in accounting or administration or related.
- Good written and oral communication skills
- At least 3 years of experience in Accounts payable.
- Previous experience with ICO and 3rd parties payment.
- B2 English skills are required.
- Excellent customer service skills.
- Project Manager experience in development
- Functional knowledge of the AP accounting processes.
- Ability to meet strict deadlines.
- Windows Office intermediate skills are required.
- Personnel Management with experience leading people.
- Experience in SAP system (AP Module)

### Mes siūlome

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.



Darbo ID  
**REF79484C**

Darbo sritis  
**Finansai ir kontrolė**

Vieta  
**San Luis Potosí - Contitech**

Lyderystės lygis  
**Leading People**

Darbo laiko lankstumas  
**Hybrid Job**

Kontaktinis asmuo  
**Sergio Gonzalez**

Juridinis asmuo  
**ContiTech Fluid Distribuidora, S. de R.L. de C.V.**

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## **Apie mus**

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