

# Accounts Receivable Specialist

## Vos activités

Perform all activities of gathering documentation and data related to credit reports, payment history, financial statements, profit margin, and other pertinent information in order to assess both new and existing customers' financial health and risk.

Fully complete the required rating matrix using the previously obtained information and make a risk rating recommendation.

Forward the documentation, rating matrix, and recommendation to the local credit manager's for review and final decision.

Preparation of Trade Reference request from customer  
Checking of Active and Inactive accounts

- Process Lockbox and identify payments not automatically captured by the system .
- Set up residuals according to the Residual Short Text Description Guide.
- Retrieve remittance information and apply to open receivables when the payment is received.
- Monitor and coordinate with internal contacts to clear Suspense Account.
- Prepare and analyze daily GL reconciliation report, Daily Cash Receipt report and weekly aging report (P68 only), and month end report, such as Volume, FS10 screenshot, CIA report.
- Release daily invoicing.
- Complete monthly reconciliation report thru Blackline.

## Votre profil

- Bachelors Degree preferably Major in Finance, Business, or Accounting.
- 4-7 years of professional experience in credit, collections, payment application, deductions, or other related accounts receivable functions.
- Experience in Account Receivable processes - Credit and Collection, Cash Application. Knowledge in Billing, Credit, Debit and Goods return knowledge preferred.
- Small group project or process improvement initiative
- Excellent verbal and written communication skills
- Excellent interpersonal skills and ability to work in a multi-cultural setup

## Notre offre

Replacement of Genevieve Yao, will move as Rebates Specialist effective April 1, 2025

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Référence  
**REF79679N**

Site  
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Flexibilité du poste  
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Unité légale  
**Continental Global Business  
Services Manila, Inc.**

## **A propos de nous**

Global Business Services Manila is the only ContiTech location in the Philippines providing support to global stakeholders (e.g. NAR, EuroAsia)