

## ACCOUNTING, Accounts Payable Accountant - CTBC

หน้าที่ความรับผิดชอบในงานของคุณ

The Accounts Payable Accountant performs invoice processing which includes the indexing and validation of any electronic images of supplier invoices using the Contitech imaging workflow application (e.g., Tangro), communications to vendors on status of their invoices as well as issue resolution, reconciliation of vendors' statement of accounts and managing Accounts Payable mailbox.

As part of our team, your responsibilities include:

- Perform 3 way matching for PO invoices and 2 way matching for NON PO invoices.
- Process invoices in various queues in Tangro
- Route Non PO and Non GR invoices for approval.
- Request approval of invoices that were not approved after appropriate notification.
- Process invoices from Tangro to SAP.
- Processing of vendor credit memos
- Investigate / resolve supplier invoice and payment discrepancies
- Support resolution of inbound supplier inquiries
- Contact suppliers to solve discrepancies
- Review and reconcile vendor statement against AP balances
- Send request of Statement of Account, if not receive.
- Perform reverse reconciliation for nonresponse from vendor.
- Prepare monthly invoice accruals
- Responsible for delivering on personal Service Level Agreements, output performance metrics, related Key Performance Indicators, goals, and stated expectations

โปรไฟล์ของคุณ

University degree in Finance / Economics or comparable  
1-3 years experience preferred;  
Knowledge of up-to-date finance tools (SAP preferred)  
Good English skills  
German is a very big plus  
Willingness to work in an international environment

ข้อเสนอของเรา

The multi-cultural and international environment of a global player

Chance to solve problems, shape innovations and contribute to a change

Development of a career at Continental

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รหัสตำแหน่งงาน

**REF82145K**

สาขางาน

งานจัดซื้อ

ที่ตั้ง

**Timișoara**

ระดับความเป็นผู้นำ

**Leading Self**

ความยืดหยุ่นในการทำงาน

ทำงานนอกสถานที่และที่บริษัท

นิติบุคคล

**ContiTech Thermopol Romania  
S.R.L.**

application.

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เกี่ยวกับเรา

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 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.