

# Accounts Receivable Analyst (Collections)

## Descrição da função

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



Identificação da vaga  
**REF823810**

Local  
**Makati**

Nível de liderança  
**Leading Self**

Modalidade de trabalho  
**Hybrid Job**

Pessoa jurídica  
**Continental Global Business Services Manila, Inc.**

## Requisitos

Bachelors Degree preferably Major in Finance, Business, or Accounting.

2-5 years of professional experience in 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.

## O que oferecemos

Replacement of Rico Avelina, moving to new role effective May 1, 2025

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## Quem somos

Global Business Services Manila is the only ContiTech location in the

Philippines providing support to global stakeholders (e.g. NAR, EuroAsia)