

# Accounting Officer

## Náplň práce

### Daily Business

All related processes/activities regarding accounts payable to ensure proper posting in SAP.

Relevant analysis and tracking of prepayments and payables

Prepare and send payment plan to counter parties an anlaysis of balance changing

Timely communicate with the business department and answer relevant inquiries

Be good at finding problems in business processes, putting forward effective control schemes and continuous improvement.

Journal posting in different module AP/GL in SAP.

Monitor, Check and analyze accounting and related system AP reports for accuracy and completeness.

### ContiTrade Accounting

All related processes regarding ContiTrade AP & AR, to ensure correct posting in Kingdee

Check and review 3rd party payment request form

comply all the sales sheet in equity store with incoming bank slip

To prepare and coordinate the month-end and year-end closing in Kingdee

### Month-end / Year-end closing

To keep high quality of data by ensuring that all invoices are recorded in SAP

Anlayze/follow up on AP related reports, incl. SAP double invoice check, GRIR, AP aging, advance payment, payment block, vendor reconciliation, etc.

Participate in the month-end and year-end closing in SAP

Analyze the difference between HBI and HBII, comply with Companies FRM & tax rules for fix assets related

- AR&AP aging report analysis

- AR reconciliation statement preparation

### Projects

Involvement in local & central accounting related projects

Participation in meetings/workshops regarding project implementation and follow-ups



ID pozície

**REF83779A**

Miesto práce

**He Fei Shi**

Úroveň vedenia ľudí

**Leading Self**

Flexibilita

**Hybrid Job**

Právnická osoba

**Continental Tires Co., Ltd.**

## **Cooperation**

Cooperation with other colleagues from functional department, provide financial professional knowledge supporting

Team work, good cooperation with functional department.

## **Others**

Support annual inspection for company licenses

Support document preparation for audit issue (internal & external)

Financial document classification & filing

Other issue assigned by supervisors

## **Profil kandidáta**

### **ERP experience /SAP experience**

Advanced

### **Financial professional knowledge**

Advanced

### **International accounting standard (HBI) & PRC financial regulation (HBI)**

Basic

### **Basic computer skills of MS as Excel, Word, PPT, etc.**

Advanced

### **Fluent skill in English/Mandarin reading/writing/speaking**

Advanced

### **Strong communication skills**

Advanced

### **Strong execution ability**

Advanced

## **Čo ponúkame**

### **Education / Certification**

Bachelor Degree of Accounting&Finance / Finance related Certificate

**Professional Experience**(Variety of Functions, Variety of Business, General Management Experience)

2+ years of working experience in accounting

### **Project and/or Process Experience**

Not required but experiences in setting up accounting related workflow/process as preferred

### **Leadership Experience**

Not required, but appreciated.

### **Intercultural / International**

### **Experience**

Not required, but appreciated.

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### **O nós**

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