

Accounting Officer

工作职责

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



职位号码

REF83779A

所在地

He Fei Shi

领导力级别

个人贡献者

工作场所灵活度

混合式办公

法律实体名称

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

职位要求

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

我们可以提供

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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关于我们

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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. With its premium portfolio in the car, truck, bus, two-wheel and specialty tire segment, the Tires group sector stands for innovative solutions in tire technology. Intelligent products and services related to tires and the promotion of sustainability complete the product portfolio. For specialist dealers and fleet management, Tires offers digital tire monitoring and tire management systems, in addition to other services, with the aim of keeping fleets mobile and increasing their efficiency. With its tires, Continental makes a significant contribution to safe, efficient and environmentally friendly mobility.