

# Accounts Receivable Analyst

## Tus actividades

The analyst will be responsible for managing accounts receivable processes, ensuring timely collections, and maintaining accurate financial records.

- Identify payments received in Bank lockbox and process them
- Review and process the payments according with the remittance detail
- Identify and classify deductions applied by customer as well as request the proper document to applied against the deduction
- Complete the E-Payment cycle when transfers are received from customer (Only Mexican entities)
- Review aging reports to identify and prioritize accounts for follow-up
- Respond to customer inquiries related to account status and payment issues
- Reconcile customer accounts and prepare account statements as needed
- Process and apply customer payments accurately and efficiently
- Investigate and resolve discrepancies in customer accounts
- Collaborate with internal teams (sales, customer service) to address customer concerns and facilitate collections
- Assist in month-end closing activities related to accounts receivable
- Manage deductions and initiate appropriate actions for resolution
- Prepare and distribute various financial reports as required by management

## Tu perfil

- Bachelor's degree in Finance, Business, Accounting, or a related field
- 2-5 years of professional experience in accounts receivable, collections, or related financial roles
- Strong knowledge of accounts receivable processes, including credit and collections, cash application, and billing
- Customer service skills
- Proficiency in financial software and tools, particularly SAP and Microsoft Excel
- Knowledge in the use of OE customer portals
- Excellent analytical and problem-solving skills with a keen eye for detail
- Experience in process improvement initiatives and small group projects
- Ability to manage time effectively, prioritize tasks, and meet deadlines in a fast-paced environment
- Demonstrated proficiency in financial data analysis and reporting
- Strong ethical standards and commitment to maintaining confidentiality of financial information
- Fluency in English



Job ID  
**REF84199S**

Área de trabajo  
**Finanzas y Contraloría**

Ubicación  
**San Luis Potosí - Contitech**

Nivel de liderazgo  
**Autoliderazgo**

Flexibilidad laboral  
**Trabajo Híbrido**

Nombre de contacto  
**SERGIO GONZALEZ**

Unidad jurídica  
**ContiTech Fluid Distribuidora, S. de R.L. de C.V.**

## **Lo que ofrecemos**

At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

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## **Acerca de nosotros**

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 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.