

# Accounts Receivable Analyst

## Jūsų užduotys

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

## Reikalavimai

- 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



Darbo ID  
**REF84199S**

Darbo sritis  
**Finansai ir kontrolė**

Vieta  
**San Luis Potosí - Contitech**

Lyderystės lygis  
**Leading Self**

Darbo laiko lankstumas  
**Hybrid Job**

Kontaktinis asmuo  
**SERGIO GONZALEZ**

Juridinis asmuo  
**ContiTech Fluid Distribuidora, S. de R.L. de C.V.**

## **Mes siúlome**

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## **Apie mus**

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