

# Accounts Payable Analyst

## Tus actividades

The Accounts Payable Analyst is responsible for assisting in invoice processing, including invoice entry, troubleshooting, and manual/exception payment processing along with daily and monthly analysis, as well as reconciliation activities.

## Key Roles & Responsibilities.

- Posting invoices in a timely manner.
- Reconcile GR/IR accounts
- Control of Advances to Suppliers
- Reconciliate/Analyze General Ledger Accounts
- Preparation and analysis of specific reports of AP
- Execute the month end activities so that they are completed in an accurate and timely manner (Accruals, FX, Reconciliations, etc)
- Promote continuous improvement in the defined KPIs, establish action plans and follow them
- Participation in projects
- Follow-up to action plan
- Achieve with all internal and external audit requirements
- Account Statement Reconciliations
- Assistance to internal contacts (GBS, Purchasing, Treasury, etc.)

## Tu perfil

- Bachelor's degree in Accounting or Finance
- Good written and oral communication skills
- At least 3 years of experience in Accounts payable.
- Intermediate English
- Excellent customer service skills.
- Functional knowledge of the AP and accounting processes.
- Ability to meet strict deadlines.
- Organized
- Financial analysis.
- Windows Office intermediate
- Experience in SAP system (AP Module)
- Problem solving

## Lo que ofrecemos

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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Job ID  
**REF84215E**

Área de trabajo  
**Finanzas y Contraloría**

Ubicación  
**San Luis Potosí**

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.**

application.

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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.