

## Accounts Payable Analyst

หน้าที่ความรับผิดชอบในงานของคุณ

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.)

โปรไฟล์ของคุณ

- 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

ข้อเสนอของเรา

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.



รหัสตำแหน่งงาน

**REF84215E**

สาขางาน

งานการเงิน และควบคุมงบประมาณ

ที่ตั้ง

**San Luis Potosí**

ระดับความเป็นผู้นำ

**Leading Self**

ความยืดหยุ่นในการทำงาน

ทำงานนอกสถานที่และที่บริษัท

ชื่อผู้ติดต่อ

**SERGIO GONZALEZ**

นิติบุคคล

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

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เกี่ยวกับเรา

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