

Accounts Payable Accountant - CTBC

หน้าที่ความรับผิดชอบในงานของคุณ

The Accounts Payable Accountant performs invoice processing which includes the indexing and validation of any electronic images of supplier invoices using the

- Contitech imaging workflow application (e.g., Tangro), communications to vendors on status of their invoices as well as issue resolution, reconciliation of vendors' statement of accounts, and managing Accounts Payable mailbox.
- Perform 3 way matching for PO invoices and 2 way matching for NON PO invoices.
- Process invoices in various queues in Tangro
- Route NON PO and NON GR invoices for approval.
- Request approval of invoices that were not approved after appropriate notification.
- Process invoices from Tangro to SAP.
- Processing of vendor credit memos
- Investigate / resolve supplier invoice and payment discrepancies
- Support resolution of inbound supplier inquiries
- Contact suppliers to solve discrepancies
- Review and reconcile vendor statement against AP balances
- Send request of Statement of Account, if not receive.
- Perform reverse reconciliation for nonresponse from vendor.
- Prepare monthly invoice accruals
- Responsible for delivering on personal Service Level Agreements, output performance metrics, related Key Performance Indicators, goals, and stated expectations

โปรไฟล์ของคุณ

Business Studies/Economics Science/Economics, 2-3 years experience preferred,

ข้อเสนอของเรา

Well organized, ability to meet strict deadlines, Windows office basic, English is a must, Hungarian is a very big plus. these are just some of the skills which can ensure a good integration in our team

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รหัสตำแหน่งงาน

REF84238J

สาขางาน

งานการเงิน และควบคุมงบประมาณ

ที่ตั้ง

Timișoara

ระดับความเป็นผู้นำ

Leading Self

ความยืดหยุ่นในการทำงาน

ทำงานนอกสถานที่และที่บริษัท

นิติบุคคล

ContiTech Thermopol Romania S.R.L.

เกี่ยวกับเรา

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.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.