

# ACCOUNTANT RECEIVABLE AND PAYABLE SPECIALIST

## Responsabilități

The position supports reporting revenues, account receivable and ICO receivable; and will take full responsibility for managing accounts payable

## Cerințe

### Accounts revenues:

- Sales invoicing goods services
- Entry of invoices on customer portals (VW, Merc, FCA..)
- Entry of debit/credit notes
- Preparation of Proforma Documents and Miscellaneous Shipments custom
- Registration of energy charges and insertion on AdE
- Export Documents + ICO
- Invoice balancing of the month/Revenue Agency
- Entering invoices on compliant digital storage
- MRN Control and Shipment Closure
- support of customer master data in MDG on MP1
- support of issuance of credit/debit notes to customers

### Miscellaneous:

- CONAI declaration
- Proof of Delivery
- Inventory replenishment

### Accounts payable:

- transfer data invoices to and from the website tax authority SDI;
- posting suppliers invoices, expense notes
- GL ledger posting and check account balance
- posting account receivable and accounts payable ICO reconciliation and payment



Job ID  
**REF85139C**

ID poziție  
**Finanțe & Control financiar**

Domeniul de activitate  
**Cairo Montenotte**

Nivelul de Leadership  
**Leading Self**

Flexibilitatea programului de lucru  
**Onsite Job**

Persoana de contact  
**Gloriana Baccino**

Persoană juridică  
**Continental Brakes Italy S.p.A.**

## Oferta noastră

### Required qualifications:

Products, systems and technologies (functionalities and applications) :  
**Basic**

Finance and controlling management (policies, systems and processes) :

## Basic

Cost and financial accounting : **Advanced**

Finance and controlling IT systems (e.g. SAP R/3, S/4, etc.) : **Advanced**

Project management skills, tools and techniques : **Advanced**

Local language & culture (intercultural sensitivity) : **Advanced**

Problem solving and decision making tools and techniques as well as total cost management : **Advanced**

Lean production/CBS principles, methods and tools (e.g. production management system) : **Basic**

Communication techniques (incl. presentation, change management, negotiation and conflict resolution techniques) : **Advanced**

## Education/Certification:

- high school diploma in accounting

## Professional experience:

- 1 or more years of professional experience in accounting
- comprehensive knowledge of Accounting procedures and principle
- experience in working with international teams and understanding of foreign cultures (preferably)
- first certificate in English is mandatory

Ready to drive with Continental? Take the first step and fill in the online application.

## Despre noi

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 Automotive group sector comprises technologies for passive safety, brake, chassis, motion and motion control systems. Innovative solutions for assisted and automated driving, display and operating technologies, as well as audio and camera solutions for the vehicle interior, are also part of the portfolio, as is intelligent information and communication technology for the mobility services of fleet operators and commercial vehicle manufacturers. Comprehensive activities relating to connectivity technologies, vehicle electronics and high-performance computers round off the range of products and services.