

# Accounts Payable Assistant

## Descrição da função

The accounts payable Assistant is responsible for tracking and managing incoming receipts, ensuring the accuracy and timeliness of payments, addressing supplier inquiries, reconciling the AP accounts and focusing on legal and corporate compliance.

## Key Roles & Responsibilities.

- Invoice processing and resolution.
- Tracking of good receipts.
- Attention to supplier inquiries, and internal customers.
- Attention and follow audit requirements.
- Reconciliation of Suppliers statement.
- Active participation on initiatives of continuous improvement.
- Assistance to internal and external requirements.
- Maintain a standardized process for optimal efficiency.

## Requisitos

- Bachelor's degree in accounting or administration or related
- Good written and oral communication skills
- Intermediate English is desirable.
- Excellent customer service skills.
- Ability to meet strict deadlines.
- Windows Office intermediate
- SAP desirable.

## O que oferecemos

At 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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## Quem somos

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.



Identificação da vaga  
**REF86215I**

Área funcional  
**Finance and Controlling**

Local  
**San Luis Potosí - Contitech**

Nível de liderança  
**Leading Self**

Modalidade de trabalho  
**Hybrid Job**

Contato  
**Sergio González**

Pessoa jurídica  
**ContiTech Mexicana, S. de R.L.  
de C.V.**