

## Accounts Payable Assistant

### 工作职责

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.

### 职位要求

- 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.

### 我们可以提供

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.

#LI-SFGO

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### 关于我们

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.



职位号码

**REF86215I**

工作职能

财务和控制

所在地

**San Luis Potosí - Contitech**

领导力级别

个人贡献者

工作场所灵活度

混合式办公

招聘专员

**Sergio González**

法律实体名称

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