

# Accounts Payable Administrator

## Descrição da função

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

## Requisitos

### Key Roles & Responsibilities.

- Invoice processing and resolution.
- Tracking of good receipts.
- Execution of payments accurately and on time.
- Attention to supplier inquiries, and internal customers.
- Attention and follow audit requirements.
- AP GL accounts reconciliation.
- Month-end activities.
- Maintain a standardized process for optimal efficiency.
- Achievement of KPIs by proper actions and follow-up.

## Qualifications

- Bachelor´s degree in accounting or administration or related.
- Good written and oral communication skills
- At least one year of experience in Accounts payable.
- Intermediate English is desirable.
- Excellent customer service skills.
- Functional knowledge of the AP accounting processes.
- Ability to meet strict deadlines.
- Windows Office intermediate
- SAP desirable.

## O que oferecemos

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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Identificação da vaga  
**REF86639P**

Área funcional  
**Finance and Controlling**

Local  
**San Luis Potosí - Contitech**

Nível de liderança  
**Leading Self**

Modalidade de trabalho  
**Hybrid Job**

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

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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.