

# Accounts Payable Administrator

## 工作职责

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.

## 职位要求

### 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.

## 我们可以提供

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职位号码

**REF86639P**

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

法律实体名称

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

application.

## 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.