

Travel Expense Management & Credit Cards

Your tasks

- Credit card management, bank platforms, delinquency, payment application
- Integration of FS items and GL accounts affected in the respective processes
- Preparation of employee payment proposals
- Cash advances and reimbursements management , approval of cash advances in Concur tool
- Monitor and warn employees cash advance overdue not reported
- Comply with EBS (Electronic Bank statement) requirements, weekly reconciliation of travel related payments and fundings between own accounts
- Employee vendor aging management
- Expense report audit
- Analysis of expense reports postings in SAP coming from Concur
- Administration and request of new vendors to vendor master data
- Control transaction SM35, blocked postings coming from Concur to SAP due to incorrect information
- Month end travel accrual posting and support to Controlling
- Constant support for travelers, problems and questions
- Concur Management
- Related projects derived of the travel activities

Your profile

- Bachelor's Degree in Public Accounting or Finance
- Advanced English
- Experience:
 - In General Accounting (4 Years minimum)
 - Using SAP FI finance module (Accounting)
 - In Travel management (desirable)
 - Bank platforms (desirable)
- Knowledge:
 - Advanced Excel, Office tools
- Skills:
 - Service attitude and good behavior
 - Analytical capacity
 - Problems Solving
 - Proactive

Our offer

At Aumovio 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



Job ID
REF86743C

Field of work
Finance and Controlling

Location
Silao - Fipasi

Leadership level
Leading Self

Job flexibility
Hybrid Job

Contact
Luz Zúñiga

Legal Entity
**Continental Automotive
Mexicana, S. de R.L. de C.V.**

to request a pregnancy or HIV test as part of our selection processes.

#LI-LZ1

Ready to take your career to the next level and join us at the start of something extraordinary? Apply now to become a part of AUMOVIO and drive the future mobility together with us!

About us

Continental's Automotive group sector is expected to be listed as independent company "AUMOVIO" in September 2025. With ~93,000 employees worldwide and annual sales of ~€20 billion, we are entering an exciting new era.

AUMOVIO stands for highly developed electronic products and modern mobility solutions. In addition to its strong market position with innovative sensor solutions, displays, and technologically leading braking and comfort systems, AUMOVIO has significant expertise in software, architecture platforms and assistance systems for the rapidly growing future market of software-defined and autonomous vehicles. Our purpose is clear: to make future mobility safe, exciting, connected, and autonomous.