

Accounts Payable Specialist

Your tasks

To support our Business Units and processes serviced by the Shared Service Centre, we are looking for a Accounts Payable Specialist

Responsibilities:

- Manage end-to-end processing of PO/Non-PO invoices from all supplier types.
- Proactively resolve invoice and payment queries and discrepancies.
- Conduct regular aged invoice analysis and implement resolution actions.
- Perform efficient and accurate AP month-end close activities.
- Contribute to exceeding P2P performance targets and participate in improvement initiatives.
- Support the standardization of P2P tasks and adherence to best practices.
- Uphold ethical standards and ensure compliance with controls, and audit requirements.
- Collaborate effectively with internal and external stakeholders.
- Support team training and development as needed.
- Actively identify and contribute to P2P process improvements.
- Acts as an OIC of the team in case TL is on leave

Your profile

Bachelor degree in Accounting, Finance or other related courses

- 4-6 years of experience in Accounting or Accounts Payable working with SAP journal entries and closing cycles

Cross functional experience in other accounting/finance functions

Experience in process improvement activities

Experience in accounting and financial systems

Proficient in using SAP preferred

Proficient in using Microsoft Office suite• 4-6 years of experience in

Accounting or Accounts Payable working with SAP journal entries and closing cycles

Cross functional experience in other accounting/finance functions

Experience in process improvement activities

Experience in accounting and financial systems

Proficient in using SAP preferred

Proficient in using Microsoft Office suite

* Stakeholder engagement, supervising associates, conducts training/s on subject of expertise

* Able to facilitate team meetings to share best practices, lead process improvement initiatives, actively participate/form part of GBS committees (such as events comm., Connect)

Experience in working with international teams



Job ID

REF86843X

Location

Taguig City

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

Continental Global Business Services Manila, Inc.

Our offer

- Hybrid work arrangement
- HMO upon hire
- Values-based culture
- Work-life balance
- Learning Opportunities

Ready to drive with Continental? Take the first step and fill in the online application.

About us

GBS Manila Organizational Description:

Continental Global Business Services in Manila started in June 2012 as Veyance Technologies Inc. and was acquired by Continental AG in January 2015. On the same year, it legally changed the company name to Continental Global Business Services Manila Inc., which reflects its global presence as a full-fledged subsidiary of ContiTech Division in Continental AG.

GBS Manila is composed of five (5) main work streams, structured to make processes centralized, standardized, and in leveraged technology with the support of IT group, Continental Business Systems & RPA Competence Center.

It provides end-to-end, front-to-back services; from customer service, order management, purchasing, invoice to payment, credit and collection, full finance activities, data management, and HR services including payroll, employee benefits and talent acquisition; all built to meet its customers needs.