

Account Receivable Analyst

あなたの仕事内容

The analyst will be responsible for managing accounts receivable processes, ensuring timely collections, and maintaining accurate financial records.

Identify payments received in Bank lockbox and process them
Review and process the payments according with the remittance detail
Identify and classify deductions applied by customer as well as request the proper document to applied against the deduction
Complete the E-Payment cycle when transfers are received from customer (Only Mexican entities)
Review aging reports to identify and prioritize accounts for follow-up
Respond to customer inquiries related to account status and payment issues
Reconcile customer accounts and prepare account statements as needed
Process and apply customer payments accurately and efficiently
Investigate and resolve discrepancies in customer accounts
Collaborate with internal teams (sales, customer service) to address customer concerns and facilitate collections
Assist in month-end closing activities related to accounts receivable
Manage deductions and initiate appropriate actions for resolution
Prepare and distribute various financial reports as required by management

あなたのプロフィール

Bachelor's degree in Finance, Business, Accounting, or a related field
2-5 years of professional experience in accounts receivable, collections, or related financial roles
Strong knowledge of accounts receivable processes, including credit and collections, cash application, and billing
Customer service skills
Proficiency in financial software and tools, particularly SAP and Microsoft Excel
Knowledge in the use of OE customer portals
Excellent analytical and problem-solving skills with a keen eye for detail
Experience in process improvement initiatives and small group projects
Ability to manage time effectively, prioritize tasks, and meet deadlines in a fast-paced environment
Demonstrated proficiency in financial data analysis and reporting
Strong ethical standards and commitment to maintaining confidentiality of financial information
Fluency in English

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法的事項

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

application.