

# Account Receivable Analyst

## Jūsų užduotys

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

## Reikalavimai

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

## Mes siūlome

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**REF87614Q**

Darbo sritis  
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Darbo laiko lankstumas  
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Juridinis asmuo  
**ContiTech Fluid Distribuidora, S. de R.L. de C.V.**

application.