

Account Receivable Analyst

工作职责

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

职位要求

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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职位号码 REF87614O

工作职能 财务和控制

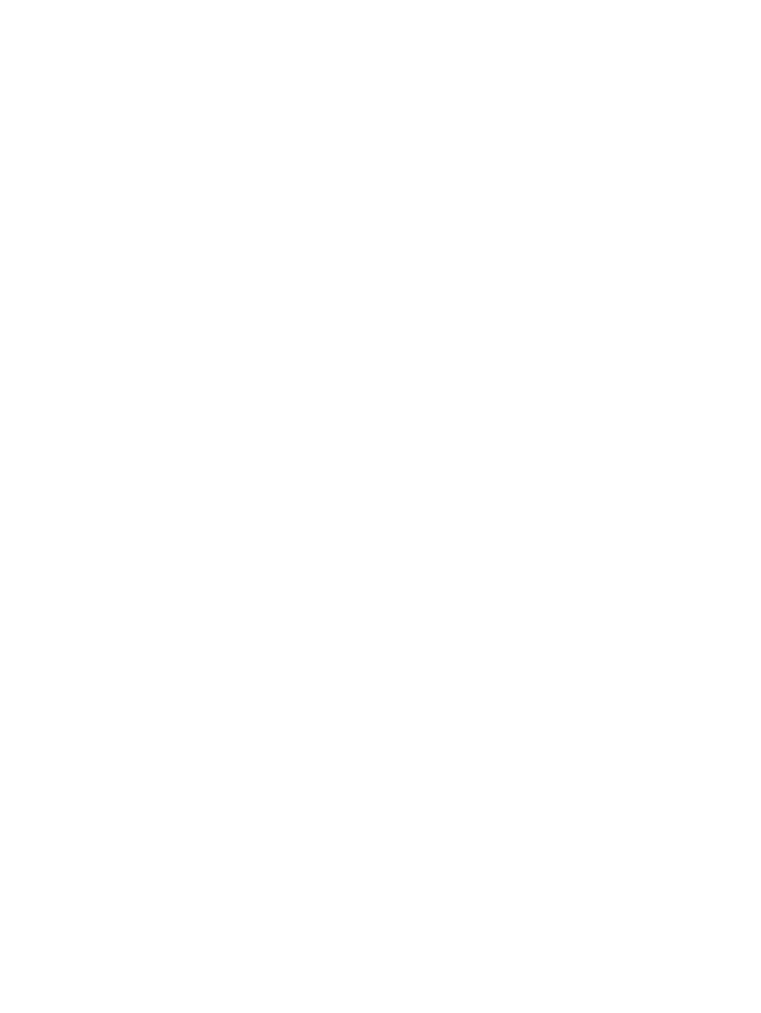
所在地 San Luis Potosí

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.