

Accounts Receivable Associate - Payment Applications

Your tasks

Reconcile all bank transmissions of lockbox/bank data daily to ensure all bank accounts are balanced to zero

Provide a defined reason for the out of balance condition"

Downloading / Uploading of Bank Statement (BS) to know if there are incoming payments or deposits from customers that needs to be processed. BS summarizes deposits and other credits and checks and other debits. (EURASIA ONLY)

Process Lockbox and identify payments not automatically captured by the system (NAR only)

Set up residuals according to the Residual Short Text Description Guide (NAR ONLY)

Print remit detail of the bank's remittance exceptions and resolve payment application issues.

Apply and record "unapplied cash" to customer accounts.

Retrieve remittance information from the Veyance.com address, move it the appropriate customer folder, and apply to open receivables when the payment is received.

- Retrieve EFT, ACH, wire remittance information received and input and process remittances against customer accounts and invoices.

- Check and Monitor NSFs and refunds and coordinate this to the collector assigned

- Process and post of intercompany payments

- Processing of Legg Payments



Job ID

REF88831I

Location

Makati

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

Continental Global Business Services Manila, Inc.

Your profile

Bachelors Degree or equivalent work experience

0-2 years experience in Payment Applications or any Order to Cash Processes

Experience in Accounts Receivable process improvement

Proficient in using SAP preferred Proficient in using Microsoft Office Suite

not required

0-1 year experience in BPO or shared services, preferred but not required.

Our offer

- Hybrid work setup
- HMO upon hire
- Values-based culture

- Learning Opportunities

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

About us

Global Business Services Manila is the only ContiTech location in the Philippines providing support to global stakeholders (e.g. NAR, EuroAsia)