

Accounts Payable Accountant - CTBC

Your tasks

The Accounts Payable Accountant performs invoice processing which includes the indexing and validation of any electronic images of supplier invoices using the Contitech imaging workflow application (e.g., Tangro), communications to vendors on status of their invoices as well as issue resolution, reconciliation of vendors' statement of accounts and managing Accounts Payable mailbox.

As part of our team, your responsibilities include:

- Perform 3 way matching for PO invoices and 2 way matching for NON PO invoices.
- Process invoices in various queues in Tangro
- Route Non PO and Non GR invoices for approval.
- Request approval of invoices that were not approved after appropriate notification.
- Process invoices from Tangro to SAP.
- Processing of vendor credit memos
- Investigate / resolve supplier invoice and payment discrepancies
- Support resolution of inbound supplier inquiries
- Contact suppliers to solve discrepancies
- Review and reconcile vendor statement against AP balances
- Send request of Statement of Account, if not receive.
- Perform reverse reconciliation for nonresponse from vendor.
- Prepare monthly invoice accruals
- Responsible for delivering on personal Service Level Agreements, output performance metrics, related Key Performance Indicators, goals, and stated expectations

Your profile

University degree in Finance / Economics or comparable

1-3 years experience preferred;

Knowledge of up-to-date finance tools (SAP preferred)

Good English skills

German/Hungarian/Italian/French/Swedish is a very big plus

Willingness to work in an international environment

Well organized, ability to meet strict deadlines, Windows office basic, English is a must, Hungarian is a very big plus. these are just some of the skills which can ensure a good integration in our team

Our offer

What we offer:



Job ID

REF89754I

Field of work

Finance and Controlling

Location

Timișoara

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

**ContiTech Thermopol Romania
S.R.L.**

- **The 13-th salary** - Paid once a year, in December;
- **Meal tickets** - With a value of 40 Ron;
- **Hybrid schedule** - Work-life balance is important, so we offer a flexible schedule. Please agree on this with your superior;
- **Private Health Insurance** - Health is the most important, so we offer you a medical subscription through Signal Iduna;
- **Referral bonuses** - We encourage colleagues to refer new candidates to us and, at the same time, to get the chance to receive a bonus;
- **Bookster** - Feed your body and your mind. You can borrow books and you'll receive them at the office;
- **Sports benefits** - It's important to stay active, so we offer you the 7Card;
- **Discounts at our partners** - We collaborate with different vendors, and we receive discounts for various products/ services like rubbers, restaurants, kindergartens, etc;
- **System for Rewarding Improvement Ideas** - We have an internal improvement program (Continental Idea Management) that gives you the opportunity to come up with ideas and to be honored with an attractive bonus (this is established by the CIM team according to your improvement idea);
- **Happy days** - If you or your child is getting married, or you become a parent, you receive some extra free days;
- **Life events celebration** - If your family is growing, we praise your newborn with a bonus;
- **Unfortunate events** - In case of unhappy events in your life, we support you by offering you free days and financial support (handled on a case-by-case basis);
- **Extra vacation days** - You begin with 22 vacation days/year, and starting with the 3rd year with us, we offer you 1 more day of vacation and, afterward from 2 to 2 years you'll get one more extra day (the maximum you can achieve is 29);
- **Transport from the Timisoara area** - You can choose to come with the bus provided by the company if you'll work from the plant location/office;
- **Professional development** - Many opportunities to develop yourself within the company;
- **Diversity and multicultural mindset** - We encourage you to join us no matter who, where, or what you are. We have colleagues from different nations and a variety of languages are spoken in our company.

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About us

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.