

# Accounts Receivable Analyst

## 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.

Process Lockbox and identify payments not automatically captured by the system

Set up residuals according to the Residual Short Text Description Guide

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 NSF's and refunds and coordinate this to the collector assigned
- Process and post of intercompany payments
- Processing of Legg Payments

## Your profile

Bachelors Degree preferably Major in Finance, Business, or Accounting. 2-5 years of professional experience in credit, collections, payment application, deductions, or other related accounts receivable functions. Experience in Account Receivable processes - Credit and Collection, Cash Application. Knowledge in Billing, Credit, Debit and Goods return knowledge preferred.

Small group project or process improvement initiative

"Excellent verbal and written communication skills.

Excellent interpersonal skills and ability to work in a multi-cultural setup.

## Our offer

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



Job ID

**REF91520X**

Location

**Taguig City**

Leadership level

**Leading Self**

Job flexibility

**Hybrid Job**

Legal Entity

**Continental Global Business Services Manila, Inc.**

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## **About us**

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