

# Accounts Payable Analyst

## 工作职责

### Invoice Processing Responsibilities (70 -90% of the task)

Prepare invoices for processing  
Scan and index invoices in VIM & Tangro  
Perform 3 way matching for PO invoices and 2 way matching for NON PO invoices.  
Process invoices in various queues in VIM & Tangro.  
Route NON PO and NON GR invoices for approval.  
Request approval of invoices that were not approved after tool notification.  
Process invoices from VIM / Tangro to SAP.  
Processing of vendor credit memos  
Ensure that queues in VIM and Tangro is at agreed minimum level

### Query and Issue Resolution (10% to 30% of the task)

Investigate / resolve supplier invoice and payment discrepancies  
Support resolution of inbound supplier inquiries  
Contact suppliers to solve discrepancies

### Additional Activities

Support additional activities under the direction of P2P workstream management.  
Responsible for delivering on personal Service Level Agreements, output performance metrics, related Key Performance Indicators, goals, and stated expectations.

## 职位要求

- Bachelor Degree in Accounting or Finance and Other Related Courses
- Knowledgeable in Six Sigma and Lean methodologies is an advantage
- At least 2 years work experience in the given field.
- Experience in process improvement activities.
- Experience in accounting and SAP is a plus but not required.
- Can manage transaction processing in high volume environment preferred;
- Experience handling / participating in process improvement initiatives through internship.
- Self-starter and shows potential in delivering results.
- Able to work in local and international setting.

## 我们可以提供

- Hybrid work arrangement
- HMO upon hire



职位号码

**REF93048L**

所在地

**Taguig City**

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

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

- Values-based culture
- Work-life balance
- Learning Opportunities

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

## 关于我们

Continental Global Business Services in Manila started in June 2012 as Veyance Technologies Inc. and was acquired by Continental AG in January 2015. On the same year, it legally changed the company name to Continental Global Business Services Manila Inc., which reflects its global presence as a full-fledged subsidiary of ContiTech Division in Continental AG.

GBS Manila is composed of five (5) main work streams, structured to make processes centralized, standardized, and in leveraged technology with the support of IT group, Continental Business Systems & RPA Competence Center.

It provides end-to-end, front-to-back services; from customer service, order management, purchasing, invoice to payment, credit and collection, full finance activities, data management, and HR services including payroll, employee benefits and talent acquisition; all built to meet its customers needs.