

## Finance Analyst

### 工作职责

- **Recordkeeping:** Maintain general ledger, record daily transactions, and ensure accuracy of financial data.
- **Accounts Management:** Handle accounts payable/receivable, reconcile bank statements, and track collections/payments.
- **Reporting:** Support in the preparation of financial statements, management reports, month end closing and account reconciliation
- **Compliance:** Ensure adherence to accounting standards, tax regulations, and support audits.
- **Cost Control:** Monitor expenses, analyze variances, and provide recommendations for efficiency.
- **Employee payment:** Process employee benefits, and reimbursements.
- **Internal Controls:** Implement financial policies, safeguard assets, and support risk management.

### 职位要求

- 2-4 years of relevant accounting or finance experience.
- Prior exposure to **general ledger management, financial reporting, and audits** is highly valued.
- Experience with **accounts payable/receivable, payroll, and reconciliations**.
- Strong knowledge of **accounting principles** (GAAP, IFRS, or local standards).
- Proficiency in **ERP/accounting software** (SAP, Oracle, QuickBooks, or similar).
- Advanced **Microsoft Excel** skills (pivot tables, formulas, financial modeling).
- Familiarity with **tax regulations and compliance requirements**.

### 我们可以提供

- Hybrid work arrangement



职位号码  
**REF94740R**

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.**

- HMO upon hire
- 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

**GBS Manila Organizational Description:**

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.