

# TABS Accounts Payable & Receivable Accountant with Spanish

## Your tasks

You will be part of the TABS team and responsible for the following activities:

- Manage Accounts Payable & Receivable processes: from invoices to payments, reconciliations, reporting.
- Invoice processing-Review of source documents(validate) /process invoices ;
- Scan, sort and index documents/invoices
- Ensure all supporting documents meet legal and internal standards
- Payment Processing activities(prepayments checks, validation, quality reviews);
- Be the go-to person for resolving inquiries and payment-related questions.
- Collaborate with business partners to solve discrepancies and ensure alignment.
- Handle payment processing and contribute to monthly/periodical closings.
- Perform reconciliations and review BP statements/dunning letters.
- Track and report on KPIs to support performance transparency.
- Act as a liaison between internal departments and external partners.
- Understand company policies and contribute to achieving quality targets.
- Propose and implement process improvements, with a strong focus on digitalization and automation.
- Participate in internal and external audits.
- Ensure timely and accurate delivery in line with Service Level Agreements.

## Your profile

- University degree (Finance, Economics or comparable)
- Relevant experience in Accounting area is a plus;
- English-Good knowledge of spoken and written;
- Spanish--Good knowledge of spoken and written;
- Knowledge finance tools (SAP preferred) is a plus;
- Automation knowledge/openness;
- IT skills: Microsoft office (especially Excel);
- Willingness to work in an international environment;
- Positive attitude, structured, analytical thinking skills;
- Communication skills and strong team spirit.

## Our offer

- 13th salary;
- Performance bonus;
- Christmas & Easter bonus;



Job ID  
**REF95395N**

Field of work  
**Finance and Controlling**

Location  
**Timișoara**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**S.C. Continental Automotive Products S.R.L.**

- Seniority bonus;
- Flexible working time;
- Competitive salaries & benefits;
- Health & wellness (Life Assurance, Private Health and Dental Insurance, Sport activities, Canteen, 24/7 Helpline with Psychologists etc.);
- Different discounts (tires, glasses, medical, shopping, etc.);
- Relocation bonus for non-Timisoara Residents;
- Professional development opportunities (in Technical and Leadership Areas);
- International Work Environment & Traveling Opportunities.

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

## **About us**

TABS - Tires Accounting Business Service is part of Continental Group and represents a BUSINESS SERVICE start-up team. Are you eager to learn, grow and take your career to the next level? We are looking for motivated individuals who are ready to embrace new challenges and develop their skills in a dynamic environment. In our team you will have the opportunity to learn, put your knowledge into practice, find right tools for digitalization and continue to innovate. If you have a passion for growth and a drive to succeed, we'd love to have you on board ! Apply now and be part of our journey!