

Accounts Receivable Analyst

Your tasks

Purpose:

Ensure timely collection of outstanding customer balances, maintain accurate account records, and support the organization's cash flow and financial stability.

Key Responsibilities:

Cash Application & Payment Processing

- Process daily payments with accurate cash application and verification against customer records
- Validate partial payments against prompt payment discounts and prepare corresponding journal entries
- Generate CFDI payment complements and manual payment documentation as required by tax regulations

Invoice Review & Reconciliation

- Conduct daily invoice reviews to identify and resolve discrepancies, including pricing errors and order issues
- Verify payment terms and maintain accurate accounting records for all invoices
- Upload and manage high-volume invoices across multiple client portals (Pepsico, Estafeta, C9D9)

Customer Account Management

- Prepare and distribute account statements with detailed invoice status, overdue amounts, and credit notes
- Communicate account updates to customers and sales representatives with relevant analysis
- Conduct weekly follow-up communications with key national accounts to ensure timely payment

Collections Monitoring & Reporting

- Monitor collection flow and generate weekly overdue portfolio reports and analysis
- Coordinate with the Credit Analyst regarding account unlocks, delivery holds, and reconciliation issues
- Update and maintain the Accounts Receivable overdue dashboard weekly with data-driven recommendations

Commission, Rebate & Month-End Processing

- Review and validate commission payment reports with delivery evidence verification
- Generate early payment calculations and coordinate interdepartmental approvals for rebate applications



Job ID

REF95505T

Field of work

Finance and Controlling

Location

Santiago de Querétaro

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

Continental Tire de México, S. de R.L. de C.V.

- Prepare monthly statements, accounts receivable aging reports, and execute account compensation procedures

Your profile

Required Competencies:

- Bachelor's Degree in Finance, Accounting or related.
- 1 to 3 years of professional experience in accounts receivable or related financial operations.
- English Intermediate.
- SAP knowledge (FI & SD)
- Financial & Accounting Expertise: Advanced proficiency in accounting principles and accounts receivable management. Demonstrated ability to maintain accuracy in high-volume transaction environments and solid understanding of financial processes.
- Technical Proficiency: Advanced competency in Microsoft Excel and Power BI for data analysis, reporting, and dashboard development.
- Communication Skills: Strong customer service and negotiation capabilities for internal and external stakeholders.

Our offer

Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

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About us

Continental desarrolla tecnologías y servicios vanguardistas para la movilidad sostenible e interconectada de personas y bienes. Fundada en 1871, la empresa de tecnología ofrece soluciones seguras, eficientes, inteligentes y asequibles para vehículos, máquinas, tráfico y transporte. En 2022, Continental generó ventas por 39 400 millones de euros y actualmente emplea a unas 200 000 personas en 57 países y mercados.

Con su cartera de productos de primera calidad en el segmento de llantas para automóviles, camiones, buses, vehículos de dos ruedas y especiales, el sector del grupo Llantas es sinónimo de soluciones innovadoras en el ámbito de la tecnología de las llantas. La cartera se completa con productos y servicios inteligentes relacionados con las llantas y la promoción de la sostenibilidad. Para los concesionarios especializados y la administración de flotas, el grupo Llantas ofrece sistemas digitales de monitoreo y gestión de llantas, además de otros servicios, con el objetivo de mantener las flotas en movimiento y mejorar su eficiencia. Con sus llantas, Continental contribuye significativamente a una movilidad segura, eficiente y respetuosa con el medioambiente.