

# Accounts Receivable Analyst

## Responsabilități

### 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**

ID poziție  
**Finanțe & Control financiar**

Domeniul de activitate  
**Santiago de Querétaro**

Nivelul de Leadership  
**Leading Self**

Flexibilitatea programului de lucru  
**Hybrid Job**

Persoană juridică  
**Continental Tire de México, S. de R.L. de C.V.**

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

## Cerințe

### 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.

## Oferta noastră

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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## Despre noi

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.