

# Accounts Payable Associate

## 담당 업무

The Accounts Payable Associate performs invoice processing which includes the indexing and validation of electronic images of supplier invoices utilizing the Continental imaging workflow application (e.g., VIM and Tangro), communications to vendors on status of their invoices as well as issue resolution, reconciliation of vendors' statement of accounts, and managing Accounts Payable mailbox.



직무-아이디  
**REF97593J**

지사  
**Taguig**

리더십 레벨  
**Leading Self**

근무 유형  
**Hybrid Job**

법률 고지  
**Continental Tires Manila  
Business Services Inc.**

## What You'll Do:

### Invoice Posting

- Prepare invoices for processing
- Scan and index invoices in VIM Verifier & 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 Tangro notification.
- Process invoices from VIM and Tangro to SAP.
- Process electronic disbursement request using K2 and SAP.
- Processing of vendor credit memos
- Ensure that queues in Tangro and VIM is at agreed minimum level

### Query/Issue Resolution

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

### Vendor Reconciliation

- Review and reconcile vendor statement against AP balances
- Send request of Statement of Account, if not receive.
- Perform reverse reconciliation for non-response from vendor.

### Process Improvement

Identify and support implementation of Procure to Pay process and technology related improvement opportunities (includes assistance in tracking and prioritization of new SAP or enabling technology requirements (e.g., imaging workflow, electronic payment applications))

### Adhoc Task

Support additional activities under the direction of P2P workstream management

## Service Delivery

Responsible for delivering on personal Service Level Agreements, output performance metrics, related Key Performance Indicators, goals, and stated expectations

## 지원자 프로필

### Education / Certification

Bachelor Degree - Preferably in Accounting / Finance or other related courses

Preferably with knowledgeable in Lean methodologies but not required

### Professional Experience

Fresh Graduate to one (1) year work experience

Transaction processing in high volume environment preferred;

### Project and/or Process Experience

Experience handling / participating in process improvement initiatives through internship

### Leadership Experience

Self starter and shows potential in delivering results

### Intercultural / International Experience

Able to work in local and international setting.

**Willing to work night shift schedules**, depending on business needs.

## 채우 조건

- Hybrid work setup
- HMO upon hire
- Values-based culture
- Learning Opportunities

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## 기업 소개

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €19.7 billion in 2025, and the Continental team is made up of 92,653 employees at 336 locations for production, research and development,

and administration in 54 countries and markets.

Today, we are one of the world's key suppliers for mobility. With the experience we have gained over 150 years and our expertise across the company, we will continue to set the technological benchmark and play a leading role in shaping the transformation in the automotive industry.

Continental Tires Manila Business Services Inc., an entity under the Continental group of companies, headquartered in Hannover, Germany, is a strategic shared services center offering centralized, standardized, and technology-enabled business support. It will perform back-office support services and business process outsource services such as, human resources, finance and accounting, procurement and supply chain administration, customer service, master data, compliance management and information technology, to its foreign operating entities situated outside of the Philippines, through knowledge-based and computer-enabled technology. We collaborate with partners to deliver high-quality, end-to-end solutions that drive growth and transformation.