

Accounts Receivable Associate

Your tasks

We are seeking a highly organized and detail-oriented professional to join our Finance team. As an Accounts Receivable Associate, you will be responsible for accurately processing and reconciling customer payments, ensuring timely and correct application to the appropriate accounts. You will also play a key role in managing customer disputes and inquiries, as well as coordinating the setup and maintenance of new customer accounts.

As a vital member of the team, you will contribute to delivering exceptional customer experience while upholding the company's reputation for excellence and service quality. The ideal candidate possesses strong communication and problem-solving skills, a customer-focused mindset, and keen attention to detail, with the ability to manage multiple priorities in a fast-paced environment.

Job Description:

Responsibilities Dispute Management:

- Receive and investigate customer disputes, complaints, and inquiries promptly and professionally.
- Analyze and assess the nature and severity of each dispute to determine the appropriate course of action.
- Conduct thorough research and gather all necessary information related to the dispute. Collaborate with internal teams, such as customer service, sales, and legal, to gather additional information and seek resolution.

Responsibilities Cash Application: Accurately and efficiently post all incoming customer payments to the appropriate accounts in a timely manner, ensuring adherence to company policies and procedures.

- Reconcile payments received against outstanding invoices, identifying and resolving any discrepancies or issues promptly.
- Review and verify payment details, such as check amounts, ACH and wire transfers, credit card transactions, and other payment methods, to ensure accuracy.
- Communicate with internal stakeholders to resolve payment-related inquiries or discrepancies
- Maintain organized and up-to-date records of all cash transactions, ensuring accuracy and compliance with internal controls and audit requirements.

Responsibilities Account Creation:

- Originations - Receive, process, track and expedite credit applications and requests for account modification to ensure published service times
- Customer Data Compliance - Create, update, and maintain customer



Job ID
REF98807J

Location
Taguig City

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
**Continental Tires Manila
Business Services Inc.**

credit files

Your profile

- Bachelor's degree in accounting, Finance, Business Administration, or a related field. Additional education or certifications in Finance or Accounting are an advantage.
- **Fresh Graduate to one (1) year work experience**
- Experience in Cash Application, Dispute Management, Accounts Receivable, or a related field is an advantage, preferably within a fast-paced finance, accounting, or shared services environment.
- Strong attention to detail with a high degree of accuracy in data entry, transaction processing, and account reconciliation.
- Experience using financial systems and Microsoft Excel is preferred but not required.
- Excellent analytical, critical-thinking, and problem-solving skills, with the ability to identify and resolve issues efficiently.
- Strong organizational and time management skills, with the ability to manage multiple priorities and consistently meet deadlines.
- Effective written and verbal communication skills, with the ability to interact professionally and courteously with customers, stakeholders, and internal teams.
- Ability to work independently with minimal supervision while also collaborating effectively within a team environment.
- Customer-focused mindset with a commitment to delivering high-quality service and maintaining positive business relationships.
- Ability to adapt to changing business needs and work efficiently in a dynamic environment.
- **Willing to work on night shift schedules**, depending on business needs.

Our offer

- Hybrid work arrangement
- HMO upon hire
- Work life balance
- This is for mid-shift schedule

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

About us

Continental Tires Manila Business Services Inc., a Philippines-based stock corporation incorporated in January 2026, is an entity under the Continental group of companies, headquartered in Hannover, Germany.

Continental Tires Manila Business Services Inc. 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.

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.