Accounts Receivable Analyst / Specialist

Náplň práce

We are seeking a detail-oriented and analytical **Accounts Receivable Analyst / Specialist** to join our **Order-to-Cash (OTC) Finance Team** in Taguig City, Philippines. This role is responsible for managing day-to-day accounts receivable operations, ensuring timely collection of customer payments, maintaining accurate financial records, and supporting continuous process improvements. The successful candidate will work closely with internal and external stakeholders to resolve billing and payment issues while ensuring compliance with company policies, internal controls, and accounting standards.

Key Responsibilities

- Process and apply customer payments accurately and timely in the accounting system.
- Monitor customer accounts, analyze aging reports, and proactively follow up on outstanding balances to ensure timely collections.
- Investigate, resolve, and document payment discrepancies, short payments, unapplied cash, deductions, and disputes.
- Perform accounts receivable reconciliations and ensure accuracy and completeness of customer account balances.
- Partner with Sales and other cross-functional teams to resolve customer billing inquiries and collection issues.
- Conduct root cause analysis (RCA) on recurring payment, billing, or process issues and recommend corrective and preventive actions.
- Prepare and analyze AR performance metrics, aging reports, collection effectiveness, and other management reports.
- Support month-end close activities, including reconciliation of AR-related accounts and reporting requirements.
- Ensure adherence to internal controls, company policies, accounting standards, and compliance requirements.
- Identify opportunities to improve processes, enhance productivity, and strengthen customer experience within the Order-to-Cash cycle.
- Assist with audit requests, special projects, system enhancements, and ad hoc financial analysis as required.
- Maintain professional relationships with customers while driving effective collection strategies and issue resolution.

ID pozície
REF11552I

Miesto práce
Taguig City

Úroveň vedenia ľudí
Leading Self

Právnická osoba
AUMOVIO Philippines, Inc.

Profil kandidáta

- Bachelor’s degree in accounting, Finance, or related field
- 3-5 years of experience in accounts receivable or a similar financial role in finance operations or shared service environment
- Proficiency in accounting software (e.g., SAP) and advanced Excel skills
- Strong mathematical and analytical abilities
- Excellent communication skills, both written and verbal
- Demonstrated ability to manage time effectively and multitask in a

fast-paced environment
- Detail-oriented with a high level of accuracy in data entry and financial calculations
- Knowledge of accounting principles and practices
- Familiarity with financial regulations and compliance standards
- Ability to work independently and collaboratively within a team
- Strong problem-solving skills and proactive approach to identifying process improvements

Čo ponúkame

The candidate must be amenable to work in BGC, Taguig under a hybrid work setup (50% onsite, 50% remote).

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O nás

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.