

Expense Claim Specialist Intern [IDA:00059]

工作职责

1. Claims Processing

- Review and verify travel and non-HR related staff claims for accuracy and compliance.
- Review booking details in Travel & Expense reports and send weekly reminders to travellers to submit outstanding claims.
- Perform audit checks to identify potential duplicate claims in the legacy system using Travel & Expense reports.
- Reconcile cash advances against SAP reports.
- Perform journal entries preparation for SAP postings related to expense claims.

2. Policy Compliance

- Ensure all claims adhere to internal travel and expense policies.
- Review audit findings to identify and address inconsistencies in computations
- Escalate discrepancies or non-compliant submissions.

3. System & Reporting Support

- Use ERP system, internal portals to process, track, and reconcile claims.
- Maintain organized digital records and filing systems. (Important task)

4. Communication & Training

- Liaise with employees to clarify claim submissions and provide guidance.
- Coordinate with relevant departments to ensure alignment on policy updates
- Create a short instructional video on how to submit an expense claim & sharepoint updates tasks if required.
- To support user testing and system configuration activities for the implementation of the new system.

职位要求

- Degree/Diploma holder or equivalent
- Meticulous and good interpersonal and communications skills.
- Self-motivated, proactive and have initiative
- High-level of integrity, takes accountability of work and good working attitude.
- Able to work independently with minimal supervision
- Preferably with basic book-keeping & video editing knowledge.

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关于我们

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.