

Accounts Receivable Specialist

Your tasks

We are seeking a detail-oriented and proactive Accounts Receivable Specialist to join our Finance Team - Order-to-Cash (OTC) in Taguig City, Philippines. This role involves leading a small team in Accounts Receivable, overseeing end-to-end billing and collections processes, and performing in-depth customer account reconciliation and analysis. The ideal candidate will ensure timely invoicing, accurate payment application, and effective resolution of client disputes, while driving performance and compliance

- Lead and mentor a small team, ensuring adherence to SLAs and quality standards
- Process and issue invoices to customers for ancillary transactions
- Monitor aging reports and follow up with clients to ensure timely payments
- Perform detailed customer account reconciliation and analysis to identify discrepancies, trends, and opportunities for improvement.
- Coordinate with internal operations team to resolve billing disputes and ensure accurate invoicing.
- Apply payments accurately across various currencies and platforms.
- Maintain client account records and ensure with contractual terms
- Support month-end and year-end closing activities, including reconciliations and reporting
- Collaborate with cross-functional teams including sales, logistics and quality
- Assists in audits and provide documentation for compliance and internal controls

Your profile

- Bachelor's degree in Accounting, Finance, or related field
- 4-5 years of experience in accounts receivable or a similar financial role in finance operations or shared service environment
- Proven ability to lead and mentor team members in a performance-driven setting
- Strong analytical skills with hands-on experience in customer account reconciliation
- Proficiency in ERP systems (e.g., SAP) and advanced Excel functions
- Excellent communication skills, with the ability to interact professionally with global clients and internal stakeholders
- Demonstrated ability to manage time effectively and multitask in a fast-paced environment
- 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

Our offer



Job ID
REF2498A

Location
Taguig City

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
**Continental Automotive Systems
Philippines, Inc.**

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

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

About us

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.