



For more than a century, we have been shaping progress in our product sector as technology leader – whether it's starter motors, generators, start/stop systems or mild hybridization. Innovation, development expertise and the highest quality standards make us a reliable partner for automotive manufacturers – at 16 locations worldwide.

Our products are not only efficient and durable, but also provide high functional flexibility and the right answers for global product platforms and more stringent CO₂ requirements.

Accounts Receivable Analyst

Join our **Great Place to Work** for shaping the future of mobility. And yours.

You are there when we work together to shape the future of mobility! Become part of our interdisciplinary, international team at the location in Vila do Conde, Portugal. SEG Automotive Portugal, Unipessoal Lda. is the SEG group's Shared Service Center. We are looking for an Accounts Receivable Analyst to further grow our Finance team.

How your future looks like with us

- Responsible to issue service invoices and manual credit notes and tracking invoices issued on the MLB-Multi Level Business process in an accurate, efficient and timely manner;
- Track and post incoming payments;
- Execute all monitoring routines (based on internal controls system) to assure quality control and its preventive measures;
- Assure all issues related to invoicing, account analysis and reconciliations in the organization, producing the necessary reports;
- Ensure all audit and compliance obligations related to the function;
- Prepare and communicate regular reports and KPI's associated with the function;
- Maintain credit limits and monitor regularly its deviations;
- Analyze the existing processes to find opportunities for improvement to be implemented.

What you bring with you for a future with us

- Bachelor's or Post-Graduate in Economics, Management or Accounting;
 - 1-3 years of experience in Accounting, preferably in Accounts Receivable;
 - The domain of MS Office tools and SAP knowledge;
 - Fluent in English (written and spoken) – mandatory;
- Soft skills: Excellent Communication Skills (Customer Service Skills) - Structured approach; Problem solving skills; Good organizational and prioritization skills; Team player, Good presentation skills.

What we will offer you in the future

- The opportunity to work in a **Great Place to Work**, with a lot of innovation, scope for design and responsibility. This is supported by attractive additional benefits, such as flexible working hours and a hybrid working model.

Please send us your CV and tell us why do you want to join SEG Automotive Portugal

Human Resources: sgpt.recrutamento@seg-automotive.com

Visit our website: www.seg-automotive.com

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