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## JOB DESCRIPTION: ESTAMP-MX ACCOUNTANT RECEIVABLES

**JOB TITLE: Estamp-MX Accountant AR**  
**REPORTS TO: Estamp-MX Finance Manager**

### MISSION

The Accountant is responsible of the accounts receivables, taxes and general accounting activities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### ACCOUNTS RECEIVABLES:

1. Issue all kinds of invoices: Serial parts, prototypes and tools, self-billing and intercompany.
2. Issue and control electronic files sent to customers.
3. Issue and control debit/credit notes from customers.
4. Revision of the supplier website.
5. Create in SAP the sales orders for credits and debit notes for customers.
6. Ensure that the customer procedure is followed properly: offers, sales orders and customer's Purchase orders must be confirmed and matched before issuing invoices to customers.
7. Ensure that the accounts receivable are collected promptly.
8. Understand all the administrative arrangements with each customer and keep them updated.
9. Control and updating in SAP all part prices according their indexation system.
10. Support the Sales department issues and answer customer's requisitions.
11. Follow up the prices and keep the purchases order from customer.
12. Create in SAP new customers.
13. Prepare overdue report twice a month.
14. Send collection notification to customers.
15. Prepare documentation for export and follow up the custom expenses.

#### ACCOUNTING

16. Monthly taxes.
17. IVA tax return, prepare the information to submit the request to the SAT.
18. Supports to the external audit requirements.
19. Support in the organization for the inventories.
20. Accounting reconciliations.
21. Support to accounts payables in revision of import expenses and follow up of down payments to custom brokers.
22. Support for cash flow information.
23. Prepare scrap reports.
  
24. Comply with and enforce internal policies and regulations on Safety, Health, Environment and Compliance. As well as, to participate actively in the implementation of the measures defined to reduce labour and environmental risks

## **REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

Economics University Education.  
Intermediate English.  
Experienced in automotive sector would be added value.  
Knowledge of SAP ERP modules FI-CO.  
SAP software

### **SKILLS**

Attention to detail and accuracy.  
Methodical and strong organizational and analytical are essential.  
Accomplish Company values: Commitment and Passion, Optimism, Team spirit,  
Proactivity, Agility and Flexibility, Personal integrity, and Respect.  
Customer service skills, fluent communication.