

Autoneum is globally leading in acoustic and thermal management for vehicles. The Company develops and produces multifunctional, lightweight components and systems for interior floor and engine bay as well as the underbody. Customers include almost all automobile manufacturers in Europe, North & South America, Asia and Africa. Autoneum operates 67 production facilities and employs around 16100 people in 24 countries. The Company with its headquarters in Winterthur, Switzerland, is listed on the SIX Swiss Exchange (ticker symbol AUTN).

Summary

Responsible for day-to-day functions associated with billing, cash application and customer credit and collections activities.

Accounts Receivable Associate

United States – Farmington Hills – 100%

Your responsibilities

Essential Duties and Responsibilities

- Process production invoices
- Process miscellaneous billing requests
- Conduct cash application and ensure payments/deductions from customers are timely and accurately processed
- Prepare debit and credit memo requests
- Work with Sales department to resolve customer-pricing issues.
- Assist with collection efforts
- Support month-end close activities
- Compile and provide information requested for internal and external audits
- Create, update, and ensure compliance with corporate procedures
- Maintain work instructions and review semi-annually
- Prepare reconciliations and analysis for Billing and Past due reports
- Assist in month end tasks and reports as

Your qualifications

Education / Experience

- Bachelor’s degree in Accounting is preferred.
- 2+ years of experience with credit/collections and/or cash application is required if Bachelor’s degree not held.
- Knowledge of SAP is preferred.
- Automotive experience is beneficial.

Language Ability

- Ability to read and interpret documents such as instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the customers and members of management.
- Ability to lead and schedule meetings with customers and within Autoneum groups for the resolution of issues and collections.

Math Ability



- needed.
- Other duties as assigned

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Basic accounting knowledge for solving problems and understanding of the balance sheet and P&L impact for billing, cash applications, credit and debit memos and retro pricing.

Computer Skills

- Must have intermediate level knowledge of MS Excel and Word.

The primary purpose of this job description is to summarize the key/essential duties. Other duties may be assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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