

POSITION SPECIFICATION

POSITION: Accounts Payable
COMPANY: SL Power Electronics
LOCATION: Mexicali, México
REPORTING
RELATIONSHIP: Sr. Accountant / Controller
APPROVAL DATE: October 2018

MAJOR FUNCTION:

Administrate all payments required in the operation, considering internal documents, invoices and financial resources, following applicable policies and laws.

ESSENTIAL FUNCTIONS:

- Receive in paper and electronically invoices to program payments
- Review and match all documents such as: 3 way match, authorized requisition, PO, pedimento and invoice, to process and program payments
- Elaborate checks
- Register accounting operations and journal entry
- Input information in the AX system
- Elaborate related weekly/monthly reports
- Prepare and maintain weekly cash projection
- Participate in accounting month-end closing, with registers, provisions and estimations
- Assure that information and calculations are done according to internal policies and procedures, and mandatory state and federal applicable laws
- Accounts payable document filing control
- Support department activities

EDUCATION AND EXPERIENCE:

- Professional college degree in Accounting (CPA)
- General accounting knowledge
- 2 years of experience in the position
- Experience in handling accounting software AX is a plus

SKILLS AND ABILITIES:

- Organized, team work, detail attention
- Initiative, confidential information handling, work under pressure
- Knowledge about fiscal laws
- Competent in Access, Word, PowerPoint, Excel spreadsheets.
- Interpersonal skills to resolve conflicts and resolve problems with internal and external customers and suppliers.

LEADERSHIP CHARACTERISTICS:

Delivers results

- ✓ Sets high standards of performance and consistently meets them

Fact-based

- ✓ Collects the relevant and appropriate data and makes actionable decisions/plans based upon this information

Continuous Improvement

- ✓ Utilizes a lean process approach to continually improve the speed and effectiveness of all Company processes

Customer focused

- ✓ Puts top priority on understanding the needs, requirements, and expectations of the customer (external and internal)

Integrity

- ✓ Operates at the highest level of ethical behavior and adheres to the Company's Code of Conduct

Importance of people

- ✓ Effectively develops people and strengthens the organization

Teamwork

- ✓ Optimizes the value of collaboration across the Company, avoids NIH (Not-Invented-Here) syndrome, and shares ideas and best practices

Learning and Innovation

- ✓ Rewards learning and self-improvement, embraces failures that enhance our knowledge and competitive position