

# Cruise Job Descriptions

## FINANCE DEPARTMENT ON SHORE



All departments related to Finance and Administration, are below shore. A job in the Finance and Administration department on a cruise ship is very similar to a job you'd find in a five-star hotel or resort. The Finance Manager oversees all staff and crew in this department. In general, the Department does the following work on shore:

## FINANCIAL SYSTEMS ADMINISTRATOR

### Job Description

Primary responsibilities include application administration for Markview/Kofax, Lease Accelerator, and BlackLine and other Financial Systems as required. This involves maintenance of global setups, reporting, and supporting global aspects of the systems. This position is responsible for the support of users and providing guidance to local offices for the various systems. Responsibilities include validating systems work well while maintaining controls, security, and consistency in system processes. The Administrator will assist in the development and management of project plans for application upgrades and ongoing implementations. The effort includes analyzing business needs and applying technology through application configuration, implementation of new functionality or software, and process improvement.

### **ESSENTIAL FUNCTIONS**

- Review and update all system global setups and configurations including the review and approval of Configuration Requests.
- Provide support to the Corporate Departments with the access maintenance and the use of systems.
- Assist internal support teams with day-to-day activities and any setup related to financial systems.
- Analytical support for special projects which will encompass best practices or technology implementations across the entire organization.
- Ad - hoc reporting and analysis.

### **QUALIFICATIONS**

- Minimum Associate degree in Finance or Accounting.
- 3-5 years in a System Administrator role.
- Microsoft Word, Excel, and PowerPoint knowledge.
- Basic Data Analysis experience with Excel. (v-lookups, pivot tables)
- Strong analytical skills: ability to research, simplify, and resolve complex issues.
- A deep understanding of business processes and requirements.
- System implementation and system integration experience.
- Ability to handle multiple competing priorities and projects in a fast-paced environment.
- Ability to communicate effectively.