

# 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:

## ACCOUNTS RECEIVABLE ACCOUNTANT

### JOB PURPOSE

In line with MSC Cruises policies and procedures, the Accounts Receivable Coordinator is responsible for planning, managing and controlling transaction operations for Accounts Receivable.

### KEY ACCOUNTABILITIES

- Manages, coordinates and controls all transactions and accounts receivable for our B2B partners and B2C customers;
- Responds to customer requests via e-mail and telephone;
- Controls the automated outgoing invoice flow;
- Creates analyses of transactions and of accounts receivable;
- Support in current projects as well as in the optimisation of structures;
- Support in the processing of payment transactions;
- Administration of reimbursements in the company's internal accounting system;
- Reconciliation of individual transactions with the central accounting department in Geneva.

### QUALIFICATIONS (skills, competencies, experience)

- Excellent German and good English;
- Experienced in the area of accounts receivable;
- Distinctive service orientation;
- Good knowledge of MS Office applications, especially Excel.