

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:



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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.