

# 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 Payable Accountant

### Purpose of Position

As the World's Leading River Cruise Line® and the #1 Ocean Cruise Line, we are constantly innovating our business and growing our fleet. With more than 70 river ships and 6 ocean vessels cruising for example in Europe, Asia and Russia, there is tremendous opportunity to join our dynamically growing company.

We are currently looking for an AP Accountant to join our finance team. After the introduction to the company you will be in charge of the accounts payable accounting for our Ocean vessels.

This position is based in our Head Office in Basel. Thus, we can only accept applicants who are eligible to work in Switzerland or in possession of a valid work permit.

### RESPONSIBILITIES

- Review all invoices for appropriate documentation and approval prior to payment
- Sort and distribute incoming mail
- Process invoices, (process order matching invoices)
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Prioritize invoices according to cash discount potential and payment terms
- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Maintain historical records by filing documents
- Assist in month-end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices

### QUALIFICATION PROFILE

- 2+ years of Accounts Payable experience
- General commercial education ("KV") or accounting degree
- Proficient in Excel and Word
- Ability to speak and write English, German would be an advantage
- Dynamics 365 experience strongly desired but not required
- Possess strong organizational and time management skills
- Must have strong work ethics
- Must be well organized and a self-starter
- Must be able to follow standard filing procedures
- Detail-oriented, professional attitude, reliable



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- Strong problem solving skills, basic accounting principles knowledge documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures
- Ability to communicate effectively verbally and in writing
- Ability to interact with employees and vendors in a professional manner
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness