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:

PAYROLL FINANCIAL TECHNOLOGY

Job Description

JOB SUMMARY for Payroll Financial Technology:

This position is responsible for the implementation, operation, monitoring and evaluation of Payroll systems and maintenance of the related interfaces. The position writes/manages project plans, test scripts/cycles and ensures adherence to project schedules. This individual serves as a technical point-of-contact for assigned functional areas, assists subject matter experts, and provides business process re-engineering support as well. The position requires the ability to author clear and concise documentation and possess solid presentation and communication skills. Individual must work effectively in a team-based environment.

ESSENTIAL FUNCTIONS:

1. Recommend customer and process improvement & efficiency, innovative solutions, policy changes and/or major variations from established policy.
2. Provide support for PFT including but not limited to research and development & resolving Payroll system issues, unexpected results, or process flaws. Perform scheduled activities and recommend solutions or alternate methods to meet requirements.
3. Write, maintain, and support a variety of reports or SQL queries utilizing appropriate reporting tools. Assist in the identification or development of standard reports. Help maintain data integrity by running queries and doing statistical analysis.
4. Serve as key liaison with third parties and other stakeholders including Payroll Operations. Manage tasks and timelines to ensure project remains on schedule, including project estimating. Notify management of any potential concerns or issues.
5. Develop user procedures, guidelines, and technical documentation. Train clients on new process standardization and functionality and train new system users (regardless of their connectivity method used: VPN, AWS, CITRIX etc).
6. Assist in the review, testing, quality assurance and implementation of PFT system upgrades (cloud or on prem) or patches. Collaborate with functional and other technical staff to coordinate the upgrade or fix. Maintain PFT system tables and document process and results.
7. Maintain awareness of current trends in PFT with a focus on product and service development, delivery and support, and applying key technologies. Examine trends in information system training, materials, and techniques.

8. Maintain a core understanding of the software development lifecycle and of Quality Assurance techniques.
9. Communicate effectively and persuasively with management and peers.

QUALIFICATIONS:

- 5+ years systems support, administration, project management agile or waterfall & business analysis; Technical experience in automation, efficiencies, and project implementations.
- Strong technical understanding of Payroll & HR processes and data. Strong technical understanding of Payroll database design, structure, functions, and processes. Experience with database tools.
- Payroll Technical Infrastructure / Payroll Software Applications (Ceridian is a PLUS, Lawson, ADP, Kronos UKG, Oracle HCM). Proficient in MS Office products (Word, Excel, PowerPoint).
- Background working within a standard Waterfall and Agile development methodology.
- Be able to multitask.
- Develop own technical goals and work with supervisor to achieve them.