

# 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:

## STAFF ACCOUNTANT

### Job Description

This position will play an integral role in the month-end closing & quarterly forecasting process.

### **ESSENTIAL FUNCTIONS**

- Preparation of journal entries
- Preparation of balance sheet reconciliations
- Assistance with the annual operating planning process, and with the quarterly forecasting process
- Assistance with accounting needs of Corporate departments
- Assistance with transaction coding
- Ad-hoc analysis and transactional research
- User acceptance testing of reports and system changes
- Special projects

### **QUALIFICATIONS**

- Bachelor's degree in Accounting
- Certified Public Accountant, Chartered Accountant or similar certification is preferred but not required
- Previous experience with Oracle Financial Systems, Hyperion Essbase and BlackLine is a plus
- Attention to detail
- Dedicated to the timely delivery of a superior product
- Strong process skills and ability to interact with all levels of the organization
- Uncompromising work ethic
- Possess intermediate knowledge of Microsoft Excel and Word
- Excellent communication and writing skills
- Creative thinker and solutions-oriented
- Able to analyze, evaluate and move quickly to support rapid decision making
- Excellent interpersonal skills
- Collaborative communications style
- Tenacious in meeting deadlines, well organized, adept at managing peak workloads
- Uncompromising personal integrity, as well as a high level of respect for all individuals