

TITLE	: ACCOUNTANT / AUDITOR
DEPARTMENT	: ACCOUNTING
LOCATION	: PUERTO RICO
REPORTS TO	: PAYMENTS DIRECTOR
FLSA STATUS	: EXEMPT

GENERAL OVERVIEW:

The Accountant/Auditor will prepare and report but may also inspect and review, financial transactions and budgetary controls for assigned funds and departments.

ESSENTIAL FUNCTIONS:

- ◇ Examines assigned financial records and statements for accuracy.
- ◇ Analyzes financial data, making recommendations as appropriate to improve accuracy, efficiency, and to reduce costs.
- ◇ Inspects the budget and general ledger for assigned departments and accounts, ensuring that funds are available, and expenditures are assigned correctly.
- ◇ Reviews and/or assists with preparation of financial statements and records provided to federal, state, and internal auditors and similar personnel.
- ◇ As needed, assists with accounting duties for and corrections to listed financial records.
- ◇ As appropriate, identifies and recommends updates to accounting systems and procedures.
- ◇ Assists with preparation of annual financial reports.
- ◇ Performs other related duties as assigned.

COMPETENCIES:

- ◇ Data Analysis
- ◇ Management
- ◇ Reporting
- ◇ Results Driven
- ◇ Risk Assessment

OPERATING ENVIRONMENT:

This position will be guided by inCruises International LLC policies and practices and by government regulations where applicable. Good working relationship must be maintained with all departments.

DECISION MAKING AUTHORITY:

- ❑ All decisions need to be in accordance with the company's policy and guidelines.
- ❑ Establish priorities on the work to be done so that is accomplished on a timely and efficient manner.
- ❑ Analyze, recommend and inform opportunities and / or changes of procedures within area to improve efficiency.

KNOWLEDGE AND SKILLS:

- Fully Bilingual (English and Spanish)
- Excellent written and verbal communication skills.
- Expert knowledge of general financial accounting and cost accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Proficient with accounting software (Sage Intacct preferred)
- Excellent organizational skills and attention to detail.
- Proficient in Microsoft Office Suite or similar software

EDUCATION AND EXPERIENCE:

- in Accounting, Finance, or related discipline required.
- Three (3) – Four (4) years of related experience -medium to large sized accounting firm preferred
- Experience in Auditing

If you meet the above qualifications and are interested, please send your resume to: recruitment@incruises.com.