



Toucan Beach Curacao

Financial Administrative Assistant

Job Description:

As a financial administrative assistant, you are responsible for managing, controlling, and optimizing the financial administration. You are accurate with financial data and have an eye for detail. You are an important link between our customers and our organization. You will find out any ambiguities and/or missing information to ensure that we can eventually conclude things based on the correct agreements.

In the role of financial administrative assistant, you are directly accountable to the **Head of Finance**.

The financial administrative assistant is **responsible** for:

- Entering and checking financial transactions in the accounting system.
- Performing daily revenue reconciliation
- Keeping track of credit and flowtime administration
- Performing bank reconciliations
- Providing support with the month-end and year-end closing
- Handling questions and requests from customers and suppliers regarding financial matters.
- Supporting the finance team with ad-hoc tasks.

Requirements:

- MBO diploma (level 4) in a financial administration (or accounting) direction or similar training
- At least 3 years of proven experience in a similar function
- Knowledge of accounting principles and practices
- Proficiency in the use of accounting software and MS Office, especially Excel and Word
- Analytical and problem-solving skills
- Of high integrity
- High level of accuracy and attention to detail
- Practical commitment to get the job done
- Excellent communication, interpersonal skills, and customer-oriented attitude.
- Good command of the Dutch, English, and Papiamentu language in word and writing, Spanish is a plus.
- Strong organizational and time management skills
- Ability to work with deadlines
- Passion for hospitality