



# WE'RE HIRING

## Financial Administrator

As a financial administrator, you support the finance department with administrative activities for the financial administration of Papagayo Curaçao.

### About us:

Papagayo is an international hotspot in the heart of the Caribbean with luxury villas on one of Curaçao's finest locations, an upscale design hotel on the beach, a trendy beach club and a versatile beach plaza, home to a classy casino, a contemporary spa, a wide range of restaurants and bars, a state-of-the-art fitness center, a supermarket, and various shops. Papagayo Curaçao is your one-stop destination.

### About the position:

- Adhering to all division and local standard policies and procedures.
- Maintaining a cooperative, team-like attitude in working with colleagues, to help achieve our common goals.
- Maintaining a positive attitude toward Papagayo Curaçao and the job being performed.
- Performing work for the benefit of period closure and tax return.
- Make entries in the memorial.
- Prepares the period closure.
- Prepares for the sales tax return.
- Performing work on behalf of the controller and assistant controller.
- Conducting adequate contract management.
- Checks and edits the purchase book.
- Checks and edits the sales book.
- Checks and edits the bank book.
- Checks and edits the cash book.
- Carries out activities for the period-end closing and the tax return.
- Carries out accounts receivable and accounts payable activities.
- Enters and edits master data.



### **About the position**

- Prepares and checks invoices.
- Monitors payment terms and performs collection activities.
- Checks purchase invoices and performs activities for approval.
- Performing other work on a financial or administrative level at the request of the (assistant) controller.
- Checks and edits quantity and registrations.
- Recommend improvements in processes.
- Performs other duties as assigned to meet business needs.

### **Qualifications & Requirements**

- Minimum completed MBO level 4 education in finance/administrative.
- Minimum of 1 year of experience in a similar position is a pre.
- Dutch & English. Spanish and Papiamentu are a pre.

### **This makes you the perfect colleague**

- High communicative standards related to the above-mentioned languages, good interaction with various cultures, and a strong personality.
- Ability to thrive under pressure, demonstrating resilience and flexibility.
- Exceptional organizational skills, attention to detail, and proactive problem-solving abilities.
- Professional presentation and demeanor, embodying the values and image of Papagayo Curaçao.