



WE'RE HIRING

Assistant Controller

As an Assistant Controller, you support the finance department with administrative activities for the financial administration of Papagayo Curaçao. You are the assistant and support of the controller.

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 go
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- 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 for the preparation of the annual accounts and the interim reports.
- Conducting adequate contract management.
- Checks and edits the purchase book.
- Checks and edits the sales book.
- Checks and edits the bank book.



About the position

- 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.
- 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 controller/CFO.
- Checks and edits quantity and registrations.
- Recommend improvements in processes.
- Performs other duties as assigned to meet business needs.
- Reports to the controller/CFO.
- Maintaining a positive attitude toward Papagayo Curaçao and the job being performed.

Qualifications & Requirements

- Education: Minimum completed HBO education direction of finance/administration.
- Experience: Minimum of 3 years of experience in a similar position is a pre.
- Languages: Dutch & English. Spanish, German, 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.