

STATION ACCOUNTANT

ROYAL JORDANIAN AIRLINES

Field: Accounting
Education: HBO (bachelor level)
Employment: Fulltime
Experience: 2 - 5 years
Station: Amsterdam
Working area: Benelux

Summary:

Coordinate and provide information about finance to ensure smooth and accurate payments. The accountant functions as the contact person for local third parties related to accounting and payment. Coordinating with Finance Manager in London.

Job Title: Station Accountant for the Benelux

Reports to: Regional Finance Manager

Key Responsibilities:

- Work according to company policies and procedures
- Follow up of incoming invoices (getting the right approvals for payment)
- Follow up on payment of invoices
- Provide Head Office Finance Dept. with all additional requested documents
- Day to day accounting in Oracle
- Petty cash handling
- Processing salaries
- Processing credit card payments in accounts
- Preparation of foreign payment request to send to Head Office
- Maintain the invoice register for VAT reclaim purposes
- CASS / Cargo (sales report)
- BSP / Passenger (sales report)

Knowledge and Skill Requirements:

- Oracle
- IATA / BSP / CASS
- Fluent in Dutch and English or any additional language, e.g. Arabic or French
- Good knowledge of MS Office tools
- Able to prioritize correctly
- Able to work under pressure
- Able to work independent
- Self-motivated and committed
- Good concentration skills

- Pro-active
- Able to adapt to a multicultural environment
- Able to respond adequately
- Reliable
- Punctual
- Confidentiality

If you interested in this opportunity, we look forward to receiving your response via email to: AMSTBRJ@rj.com. In case you have any questions, please feel free to contact 020-3460150.