



# ACCOUNTS RECEIVABLE OFFICER

## OUR COMPANY

Coral Expeditions is Australia's pioneering expedition cruise company. We operate and manage a fleet of small expedition ships taking guests to some of the most beautiful, yet undiscovered, regions of Australia, Asia-Pacific and Indian Ocean Islands. Over 8,000 travellers from all over the world travel with us every year who are attracted by our relaxed small ship atmosphere and itineraries which larger ships cannot replicate. Our team are carefully selected for their engaging personalities, attention to detail and commitment to delivering the highest standards of service so our guests always receive a warm welcome aboard.

## THE ROLE

In this role you will ensure the integrity of financial data through:

- Accurate, proper recording and management of all debtors.
- Processing of all AR & debtor reports.
- Completing month end processing and reporting.

## WHAT YOU WILL BRING TO US

If our role interests you and you are able to demonstrate the following:

- Previous Accounts Receivable experience within tourism industry is desirable however not essential.
- Exceptional customer service and attention to detail.
- Strong interpersonal and communication skills.
- A high level of proficiency with Accounting systems and Microsoft Office suite.

## WHAT WE CAN OFFER YOU

- Career growth in a progressive and expanding Australian company.
- A supportive and collaborative office team environment.

Applicants who meet the minimum criteria are invited to email a cover letter and CV to [careers@coralexpeditions.com](mailto:careers@coralexpeditions.com)

As we screen all applicants and select candidates whose qualifications and experience meet our needs, we will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We wish you every success!



### Our Expeditions

- > The Kimberley
- > Great Barrier Reef
- > Cape York & Arnhem Land
- > Tasmania
- > Australia's West Coast
- > South Australia
- > Australian Circumnavigation
- > Papua New Guinea
- > Raja Ampat & Spice Islands
- > Solomons & Vanuatu
- > New Zealand
- > Islands Of The Indian Ocean