As the world’s largest travel company, Marriott International offers unmatched careers opportunities and a culture that empowers associates to succeed on their personal journey.

Accounts Receivable (Courtyard by Marriott Prague Airport)

Job Responsibilities:

- maintain up-to-date billing system
- generate and send out invoices
- collect and allocate payments
- perform account reconciliations
- research and resolve payment discrepancies
- review AR aging and initiate collection efforts
- process credit card payments
- communicate with customers via phone, email, mail or personally
- assist with month-end closing

Key Competencies

- attention to detail and accuracy
- good verbal and written communication skills in both, Czech and English
- organizational skills
- problem solving skills
- team member
- stress tolerance
- sense of urgency
- customer service skills

Education and Experience

- completed economic education
- intermediate level of English language (verbal and written)
- Basic knowledge of local accounting gaap and VAT
- No previous experience required

Compensation and Benefits

- Annual bonus
- Complimentary food in hotel cafeteria
- Complimentary access to hotel gym
- Job in dynamic and international environment
- Background of the biggest international hotel chain in the world

Please apply on www.marriott.com/careers, position No. 17002VTU