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

ACCOUNTS PAYABLE – COURTYARD BY MARRIOTT PRAGUE AIRPORT

Job Responsibilities:
- sort, code and match invoices
- set invoices up for payment
- enter and upload invoices into system
- prepare and process electronic transfers and payments
- post transactions to journals, ledgers and other records
- reconcile accounts payable transactions
- monitor accounts to ensure payments are up to date
- maintain vendor files
- correspond with vendors and respond to inquiries
- assist with month end closing
- provide supporting documentation for audits

Key Competencies:
- organizing and prioritizing
- attention to detail and accuracy
- communication skills
- problem-solving skills
- team work

Education and Experience:
- completed economic high school education
- intermediate level of English language (verbal and written)
- 1-5 years accounts payable or general accounting experience
- Knowledge of local accounting gaap and taxes (VAT, Withholding tax)

Where will your journey take you?  Marriott.com/careers

Apply on-line on marriott.com/careers, position number 18000W4A.