

Accounting Analyst – Travel Agency

(11/1/2021)

Team:	Finance
Reports to:	VP, Finance & Controller
SLT Leader:	Chief Financial Officer

1. Job Description

As one of the team's Accounting Analysts, you will work within the Finance team to complete necessary clerical work for accurate accounting practices that are particular to the travel industry.

This is an entry-level position with the opportunity for promotion. You will own your success. Your success will be measured by your ability to achieve meaningful annual goals, which will be broken down into achievable monthly and quarterly objectives.

Your goals will be tied to the company's overall growth strategy. You and your leadership team will work together to set your goals and quotas. Your performance will be reviewed on a regular basis, and no less than four times a year, through a series of meaningful one-on-one conferences or "focus meetings" with your immediate supervisor.

2. Core Responsibility

- Responsible for assisting with both clerical and administrative tasks involving the company's Airlines Reporting Corporation (ARC) reporting, travel agency accounting, bookkeeping, and research.

3. Minimum Qualifications

- High School Diploma or equivalent
- 1+ years' work experience in accounting, finance, or procurement
- Experience booking travel in a Global Distribution System (GDS) strongly preferred
- Demonstrated comfort using bookkeeping software and computer spreadsheets
- Excellent attention to detail, avoiding errors and recognizing errors that have been made
- Demonstrated proficiency with a range of mathematical operations
- Demonstrated track record of ability to manage multiple projects in a fast-paced environment
- Growth mindset – you enjoy challenges and demonstrate that you seize opportunities to learn, improve, develop and grow

4. Other Important Information

- This position is not a remote position. You will work in one of the company's Douglassville, PA or Exton, PA offices.
- If you do not have experience with a Global Distribution System (GDS), we will offer a 2-week training class in our Exton, PA office.

- This job description is intended to describe the general nature and level of work being performed by the person in this position. This is not intended to be a complete list of all duties, responsibilities, and/or skills required. Other responsibilities that may be assigned from time to time, to address organizational needs.
- World Travel, Inc. is an equal opportunity workplace. All qualified candidates will be considered.
- If you have a disability or any special needs that we might need to accommodate, please let us know.
- People who hold this position should be prepared to sit for long periods of time, use multiple computer screens, and be able to view them for long periods of time. Lifting objects (boxes) may be required from time to time.