



Example of Travel Accountant Job Description

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Our company is growing rapidly and is looking to fill the role of travel accountant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for travel accountant

- Answer questions related to TourPartner bookings for internal and external customers
- Prepare and Posting for Monthly Manual Sales, Bonus, Leave Provision, TR Expatriate, GM and G&A expenses accruals
- Complete and submit NY HFM package for Singapore Branch
- Prepare appropriate journal entries on a weekly basis for upload into Great Plains ERP system
- Identify and implement key performance metrics and processes
- Function as program administrator for company card account
- Establish card programs as necessary in new regions
- Liaise with company card provider to resolve cardholder issues
- Review all expense reports for compliance with Company policy
- Provide customer service, training and support of expense reimbursement system and travel booking service

Qualifications for travel accountant

- Partner with other members of the Group to resolve accounting issues and drive leading practices
- ACA/CPA/ACCA/CIMA Qualified Accountant
- Ideally 2+ years' post qualification experience within a similar role
- Willing to travel to Europe up to 75% of the time
- Ambitious and enthusiastic about the work that you do

