

Grand Circle Corporation specializes in vacations of international discovery for Americans age 50 and older. The company has served more than 1.5 million travelers since 1958. Grand Circle is headquartered in Boston, Massachusetts and has more than 30 regional offices worldwide (www.gct.com)

We are currently looking for:

Accounts Payable Controller in Dubrovnik office

Position Responsibilities:

- Completing payments and controlling expenses by receiving, processing, verifying, and reconciling invoices and other forms
- Maintaining professional communication with vendors and internal colleagues
- Reconciling and analyzing monthly reports
- Accomplishing accounting and organization mission by completing related tasks as needed
- Other tasks as per Supervisor's instructions

Position Requirements and Qualifications:

- English language
- Microsoft Excel experience is a plus
- Willingness to learn in the fast paced environment
- Good communication skills

Join our ever growing and dynamic team – we are looking for passionate, experienced and motivated individuals. We offer competitive salary, superb benefits and opportunity for growth!

Please submit your application in English to:

Sanja Dragic @ sdragic@oattravel.com