

VACANCY ANNOUNCEMENT – ACCOUNTANT

Job title: ACCOUNTANT

Supervisor: CEO & Board

Duration: 1-year contract – Renewable

Location: Nairobi

JOB DESCRIPTION SUMMARY

We are looking for a competent and reliable Accountant responsible for undertaking all accounting tasks and ensuring that all financial transactions, from fixed payments and variable expenses to bank deposits and budgets are well managed.

Key Duties and Responsibilities

Accountant Roles:

- Manage all accounting transactions
- Prepare budget forecasts
- Handle monthly, quarterly and annual financial closing processes
- Reconcile accounts payable and receivable
- Reconcile petty cash account
- Ensure timely bank payments transactions
- Prepare and Manage balance sheets, profit/loss statements and other financial reports
- Publish financial statements in time
- Report on the company's financial health and liquidity status
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Compute taxes and prepare tax returns
- Review and recommend modifications to accounting systems and generally accepted accounting procedures
- Member accounts invoicing, receipting and reconciling.
- Debt management.
- Keeping updated member records
- Fund raising and project proposals.
- Performing other duties that may be assigned to you by the CEO/Executive Board

Academic and Professional Experience

- Bachelor of Commerce degree (accounting option) or related degree/diploma
- Must possess at least CPA part 2 qualification
- At least two (2) years working experience in a finance office
- Hands-on experience with accounting software preferably QuickBooks
- Advanced MS Excel skills including VLOOKUP and pivot tables
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)

Additional skills and behaviors

- High level of integrity, confidentiality, commitment and professional responsibility
- Excellent communication, organization and presentation skills.
- Good analytical and problem-solving skills
- Strong interpersonal skills and a good team player
- Excellent IT skills
- Ability to prioritize and plan effectively

Behavior

- Excellence under minimum supervision
- Good attitude towards others and work
- Disciplined and punctuality at work

Applications to be made addressed to The Registrar by sending your CV and all the relevant documents by email to: info@estateagentsboard.or.ke, or estateagentsrb@gmail.com. All applications should reach us on or before 27th January, 2023 by 5.00 PM