ASSISTANT ACCOUNTANT BAC 01/11/2024

Biblia Sacco Society Ltd, a medium-sized Sacco with membership from a large number of Christian organizations wishes to fill **one vacant position** of **Assistant Accountant** whose duties and qualifications are as below:

Reporting: The position reports to the **Accountant**

Job Purpose: To ensure member statements are up to date and to ensure all payments are processed within the timelines stipulated in the Sacco policy.

Key Responsibilities:

a) Posting receipts for different banks and in different currencies
b) Preparation of payment vouchers
c) Petty cash reimbursement and payment processing
d) Booking of invoices while matching with the LPO
e) Payment of supplier bills
f) Reconciliation of creditors control with the aged accounts payable
g) Reconciliation of ledger balances with supplier statements.
h) Receipting of remittances and proper allocation to either loan, share capital, deposits etc.
i) Processing of inter-member and inter account transfers by journal entry
j) Performing any other duties as required.

Knowledge, Skills and Experience Required

a) KCSE C or its equivalent
b) Must have CPA II or ACCA II or its equivalent
c) A degree will be considered as added advantage.
d) At least 3 years of experience, two of which must be in a position of Assistant Accountant or its equivalent.
e) Must be proficient in Ms Office Suite of packages and Accounting Packages

Other Competencies:

a) Be of exemplary integrity and honesty
b) Be decisive and possess quick judgment skills
c) Possess analytical and critical thinking skills
d) Well-developed communication skills with the ability to interact effectively with all levels of management
e) Attention to detail
f) Must be a born again Christian

Application letter must be accompanied with a detailed CV, copies of academic, professional certificates and a recommendation letter from your pastor.
Kindly fill in the Google form below on or before the close of business on 15th November 2024.

https://docs.google.com/forms/d/e/1FAIpQLSe6ZXDcqnQw4mXRZUL7WnmAYDZ2spfdh67xw-u6C9brxCsYpQ/viewform?usp=sf_link

NB: Only short listed candidates will be contacted and invited for interview.