

TANGAZA UNIVERSITY

ASSISTANT ACCOUNTANT

Do you want to work with the best and push your career to a whole new level? As befits an institution of higher learning, we are distinguished for academic excellence, service orientation and a commitment to social transformation according to the gospel values. The following vacancy has arisen within the University and requires to be filled.

JOB TITLE:

ASSISTANT ACCOUNTANT

REPORTS TO:

CHIEF ACCOUNTANT

DEPARTMENT:

EMPLOYMENT STATUS:

FINANCE

CONTRACT

Job Summary:

The assistant accountant payables and receivables is responsible for supporting the accounts payable and receivable functions by ensuring timely and accurate processing of invoices and payments, maintaining vendor records, collection of receivables and assisting with financial reporting. He/she ensures efficient handling of payments and ensure compliance with university policies and financial regulations.

Primary Duties and Responsibilities (A detailed job description will be given on Appointment)

1. Invoice processing by preparing payment vouchers and invoices and verifying invoice for accuracy, completeness and proper authorization.

- 2. Preparing expenditure journals.
- 3. Writing cheques and recording outgoing cheques in the register and releasing them to clients
- 4. Payment processing by; Preparing bank transfers, preparing and processing payments and Electronic transfers.
- 5. Filing payment vouchers, journals, invoices, debit notes and other expense related documents.
- 6. Maintenance of supplier invoices file; Suppliers' reconciliation compare supplier statements with the ledger and with the creditors listing monthly.
- 7. Ensuring that statutory payments, returns and reports are made in timely manner.
- 8. Maintenance of imprest and petty cash accounts.
- 9. Filing of the deposit slips, credit notes and other income related documents.

- 10. Receipting students, congregations and others
- 11. Generate and send invoices to students, departments, and external clients.
- 12. Reconcile accounts receivable balances and prepare aging reports.
- 13. Assist in the preparation of monthly, quarterly, and annual financial reports related to payables and receivables.
- 14. Process and record incoming payments accurately.

Qualification and Experience

- 1. Minimum-B.Com/BA in Finance/Accounting or related field from a recognized institution.
- 2. If registered for CPA/ACCA will be an added advantage
- 3. At least 2 years working experience in a similar role.

Knowledge Skills and Abilities

- 1. Proficiency with computers and bookkeeping software, strong typing skills.
- 2. Exceptional time management and verbal and written communication skills.
- 3. Familiarity with basic Accounting principles.
- 4. Professional manner and strong ethical code.
- 5. Ability to multitask and remain motivated and positive.
- 6. Commitment to working efficiently and accurately.

Applicants should enclose a Letter of Introduction, Curriculum Vitae, copies of relevant certification and three (3) reference letters from recognized persons / institutions by 23rd August, 2024 indicating your daytime contacts to:

The Human Resource and Administration Manager

Tangaza University

P.O. BOX 15055-00509

NAIROBI

E-mail to vacancies@tangaza.ac.ke

Tangaza University is an equal opportunity employer and does not discriminate on the basis of race, color religion, age, sex, nationality, ethnic origin or disability.

NB: Only shortlisted candidates will be contacted and given a copy of detailed job description. Please indicate the position applied as subject of the email.