



Bible Translation & Literacy E.A

P. O. Box 44456 - 00100, NAIROBI, KENYA. Tel. +254 -722 209606;
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OPPORTUNITY TO SERVE

BTL, a Christian faith-based organisation, involved in Language Development, Bible Translation, Literacy and Community Development among minority languages of Kenya, is seeking to recruit a highly motivated, ministry minded individual and born again Christian with a good standing, demonstrated spiritual maturity, integrity and a calling to serve to fill the position below.

ACCOUNTANT

Serving at our Christian International Conference Centre (BTL-CICC) Ruiru, the Accountant shall be responsible for the Running and maintaining of a sound and elaborate accounting system that conforms to the in-house and International Accounting Standards.

Duties and Responsibilities

- a. Preparing periodic and year end Financial Statements
- b. Reviewing and ensuring implementation of internal controls systems
- c. Overseeing the cashiering processes
- d. Ensuring effective invoicing and debt Collection processes are observed
- e. Carrying out bank & other general ledger Reconciliations.
- f. Posting data into the accounting system
- g. Ensuring remittances of all statutory deductions

Qualifications

- a. Bachelors degree in Business Administration - Accounting option
- b. A CPA finalist
- c. Proficiency in accounting software especially Quick books, Sage or ACCPAC.
- d. Good command in Microsoft office applications (Ms word, access and excel)
- e. Experience in internal controls and financial systems reviews.
- f. Self-motivated, persistent, resolute and able to deliver without close supervision.
- g. At least three years experience in a busy accounting department. Experience in food and beverage controls in the hospitality industry is an added advantage

How to Apply

Applications with a detailed CV, copies of certificates, and three referees (Professional, Social and Church), Office and mobile telephone contacts for both applicant and referees be emailed (Preferred) or posted to reach the under mentioned by **Sunday 8th March 2020**

**HUMAN RESOURCES MANAGER
BIBLE TRANSLATION AND LITERACY E.A
P.O Box 44456 – 00100
Nairobi**

Email : careers@btlkenya.org

Only short-listed candidates will be contacted