



# Bible Translation & Literacy E.A

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## OPPORTUNITY TO SERVE

BTL, a Christian faith-based organization involved in Language Development, Bible Translation, Literacy, and Community Development among the indigenous language groups in Kenya and the East African Region, is seeking to recruit a highly motivated, ministry-minded individual who is a born-again Christian in good standing and has a calling to serve to fill the position below:

### **ASSISTANT ACCOUNTANT:**

Serving at either our Nairobi Office or the Christian International Conference Centre (BTL-CICC) Ruiru, the Assistant Accountant shall help the Senior Accountant in 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. Prepare periodic financial statements.
- b. Carry out cash, bank & other general ledger reconciliations.
- c. Petty cash and float management.
- d. Post data into the accounting system.
- e. Process statutory payments.
- f. Manage suppliers' payments.
- g. Prepare customer invoices.
- h. Daily stock reconciliations.
- i. Prepare daily, weekly, and monthly cost reports.
- j. Any other duty assigned by the Supervisor.

### **Qualifications:**

- a. Bachelor's Degree in Business Administration - Accounting option.
- b. A CPA Part 2.
- c. Proficiency in accounting softwares especially Quickbooks, Sage or ACCPAC.
- d. Good command of Microsoft Office applications (MS Word, Access, and Excel)
- e. Experience in internal controls and financial systems reviews is desired.
- f. Self-motivated, persistent, resolute, and able to deliver with minimal supervision.
- g. At least one year of 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 to reach the undermentioned by **Wednesday, 11<sup>th</sup> September 2024.**

**Email : [careers@btlkenya.org](mailto:careers@btlkenya.org)**

*Only short-listed candidates will be contacted*