



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 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:

CASHIER:

Serving at our Christian International Conference Centre (BTL - CICC) Ruiru, the Cashier will assist the Accountant in running and maintaining a sound and elaborate accounting system that adheres to both in-house and International Accounting Standards.

Duties and responsibilities:

- a. Clear bills at the Point of Sale (POS).
- b. Manage the MPESA agency transactions.
- c. Prepare daily a la carte reports and conduct reconciliations for coffee and drinks shops.
- d. Manage the stock in the canteen and carry out inventory reconciliations.
- e. Manage and issue operational materials from the stores.
- f. Carry out cash reconciliations.
- g. Any other duty assigned by the Supervisor.

Qualifications:

- a. Holder of CPA Part 1.
- b. Basic computer skills (Ms word and Excel).
- c. Self-motivated, persistent, resolute and able to deliver without close supervision.
- d. At least one-year experience as a Cashier.
- e. 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 the referees be emailed to reach the under mentioned by **Wednesday, 11th September 2024**.

Email : careers@btlkenya.org

Only short-listed candidates will be contacted