
Position: Accounts Receivables

Job Location: Limuru

Supervisor: Senior Accountant Manager

Industry: FMCG

Availability: Immediate Hire

Role Purpose

We have an exciting opportunity for an accountant for our client in manufacturing industry to support their daily financial functions regarding debtor's accounts management, invoices preparation, back office orders processing, and billing

Main Responsibilities

- Update debtors' statement of account.
- Regularly send all debtors statement of accounts.
- In charge of back-office orders.
- Updating debtors report.
- Updating aging report.
- Prepare accurate and timely invoices for back-office clients and orders.
- Prepare DMS receipts for back-office orders.
- Regularly update and share report to debtors on their account's status.
- Follow-up on payment of orders from back-office clients.
- Keenly review accounting documents to ensure information accuracy.
- Verify figures and balances and rectify discrepancies.
- Assist in implementation and enforcement of internal financial controls.
- Regularly prepare and update the management on debtor's accounts status.
- File and document all invoices for back-office sales and orders.

Key Competencies

1. Great attention to details.
2. Strong communication and interpersonal skills.
3. Ability to prioritize tasks and manage time effectively.
4. Analytical and problem-solving skills.
5. Team player with a positive attitude and willingness to learn.

6. Excellent Communication and Interpersonal Skills
7. Excellent time management and organizational skills.
8. Proficient problem-solving skills.
9. Professionalism.

Qualifications

- B/A Accounting/ Finance or related course
- 2-3 Years practical experience in accounting.
- CPA completed or ACCA Part 2.
- Knowledge on use of ERP systems
- Experience: previous experience in KRA compliance duties.
- Strong IT proficiency in Microsoft Excel and PowerPoint