



THIKA SPORTS CLUB

P.O. BOX 257 - 01000

Mobile: 0722 697751 / 0716 900 894

THIKA

E-mail: thikasportsclubgolf@yahoo.com

Senior Accountant

We are looking for an experienced Senior accountant to oversee general accounting operations by controlling and verifying our financial transactions at the Club.

Duties include:

1. Ensuring accuracy and effectiveness in all of our accounting tasks.
2. Producing error-free accounting reports and present their results
3. Analyzing financial information and summarizing financial status
4. Reconciling account balances and bank statements

Responsibilities:

1. Verify, allocate, post and reconcile accounts payable and receivable.
2. Spot errors and suggest ways to improve efficiency and spending.
3. Review and recommend modifications to accounting systems and procedures.
4. Direct internal and external audits to ensure compliance.
5. Support month-end and year-end close process.
6. Develop and document business processes and accounting policies to maintain and strengthen internal controls.
7. Liaise with our finance committee to improve financial procedures.


Requirements:

1. Proven experience as a financial controller, accounting supervisor, chief or senior accountant
2. Experience with general ledger functions and the month-end/year-end close process
3. Hands-on experience with accounting software packages, like freshbooks and quickbooks among others
4. BS degree in Accounting, Finance or relevant
5. Relevant certification (e.g. CMA or CPA) will be preferred

The ideal candidate should have experience collaborating and/or managing a team of accountants and junior accountants.

All applications with cover letters should be submitted before 30th March, 2017 or sent via email to accountant@thikasportsclub.co.ke

KARUMA

 11/3/2017
HONORARY SECRETARY