



# UW-Kenya

## Sample Job Description

### ACCOUNTANT

#### **Main Objectives of this position:**

Apply principles of accounting to analyze financial information and prepare financial reports by compiling information, preparing profit and loss statements, and utilizing appropriate accounting control procedures.

#### **Key Responsibilities and Tasks include:**

- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Analyze and review budgets as per sponsor requirements
- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.
- Interact with internal and external auditors in completing audits.
- Other duties as assigned.

#### **Desired Qualifications, Skills and Experiences:**

- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of financial and accounting software applications.
- Ability to analyze financial data and prepare financial reports, statements and projections.
- Bachelor's Degree in Accounting and successful completion of CPA exams.
- Work requires willingness to work a flexible schedule.
- Three to five years of accounting experience

#### **Terms of Employment:**

This contract will be for one year renewable. The successful candidate will undergo 3 month probation period after employment.