

## Accounts Assistant at CORAT Africa

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

### Job Description

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CORAT Africa is a Pan African Christian Organization based in Nairobi. It is involved in provision of Leadership Development, Management Training, Consultancy and Research services to Churches and Church related organizations in Africa. It has a Management and Development Centre in Karen offering Accommodation and Conference facilities.

#### Key Responsibilities:

Maintain accurate and up-to-date financial records, including general ledger entries, accounts payable and receivable, payroll records, and expense reports.

Perform regular reconciliations of bank accounts, credit cards, and other financial accounts.

Prepare monthly, quarterly, and annual financial statements, including income statements, balance sheets, and cash flow statements.

Assist in the preparation of financial reports for management, shareholders, and regulatory authorities.

Monitor and analyze budgetary performance, providing insights and recommendations to management.

Ensure compliance with accounting principles, policies, and regulatory requirements

Assist in coordinating and providing documentation and support for internal and external

audits.

Collaborate with auditors to address any audit findings and implement necessary improvements.

Process accounts payable and accounts receivable transactions, including vendor payments, customer invoicing, and collections.

Monitor cash flow, perform cash management activities, and assist in forecasting cash needs.

Stay updated with changes in tax laws and regulations.

Collaborate with internal teams, such as finance, operations, and management, to gather financial information and provide insights.

**Qualifications:**

Bachelor's Degree in Accounting, Finance, Commerce or a related field.

Previous work experience in an accounting role or accounting firm.

Professional certifications such as CPA (Certified Public Accountant) up to Level II.

Proficiency in accounting software and MS Excel.

Skills in Ms Office suite application

Strong knowledge of accounting principles, financial reporting, and financial analysis

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