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**BIHC is ISO 9001:2015 Certified**

## **ACCOUNTS ASSISTANT (RELIEVER | SHORT TERM)**

### **A LITTLE ABOUT US**

Since 2015, Boma International Hospitality College (BIHC) has passionately trained and influenced young and aspiring hoteliers to shape one of the oldest industries since time.

We believe in offering life-long learning that is innovative, with hands-on-the-practical skills that can be utilized to offer solutions to our world's most dynamic and ever-changing industry. This mantra has sailed us through to be a TVET Centre of Excellence for Hospitality Training and marks just the beginning of an incredible journey ahead.

We're also rooted in our Purpose and guided by our Values, which include Professionalism, Passion, Growth and Timeliness. We recognize that the only way we can to achieve this Purpose is to work with and engage a diverse workforce that reflects the communities and industry we serve. By creating an inclusive work environment where all feel like they belong and are respected for their unique contributions to our mission, this purpose can easily shape into a reality.

In addition to the requirements below, we recognize that people come with diverse talents and experiences beyond the scope indicated and such we still encourage you to apply.

### **YOUR POSITION WITH BIHC**

Responsible to the Finance Officer for effective management of accounts receivable and accounts payable, including the maintenance, review, and updating of the same in accordance with the policy.

Specific responsibilities include raising customer invoices and emailing a statement of account to customers; reviewing and processing credit memos; reconciling customer receivable and payable balances; reviewing daily cash receipts and allocating payments against specific transactions; post supplier invoices and processing payments.

### **HOW YOU WILL FIT INTO OUR MISSION**

- Set up new customers and suppliers in the Microsoft Dynamics NAV Classic system
- Perform reconciliation of accounts, identify and resolve adjustments and discrepancies in financial records

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- Monitor monthly receivables activity while making sure that billing, collection, and reporting are done
- Examine and analyze customer account details, which include non-payments, delayed payments, and other irregularities, and create an internal recovery system to ensure debtor's days are maintained at 30 days
- Complete general ledger account reconciliations by analyzing transactions, comparing expected results to actual results, identifying errors, making necessary corrections, and presenting data in a user-friendly format
- Collecting cash revenue and ensuring banking is done within 24hrs
- Continuous debt collection to ensure receivables are maintained within 30 days
- Match supplier invoices to the delivery notes and the Purchase orders before updating them into the Microsoft Dynamics NAV Classic system
- Ensure timely Supplier Reconciliations before processing payment
- Calculation and Deduction of Withholding Taxes where applicable
- Ensure that all adjustments to supplier accounts including credit /debit notes are approved accordingly before processing.
- Responding to queries from the suppliers
- Liaising with the procurement department regarding any supplier queries.
- Assisting with the tax provision reporting process and the tax compliance process to include the submission of tax returns and tax payments to the relevant tax authorities
- Preparing payables and receivables audit schedules

### **THE SKILLS AND COMPETENCES WE ARE LOOKING FOR**

- Considerable knowledge of financial accounting and debt collection systems
- Ability to perform professional accounting work in accordance with the international "Generally Accepted Accounting and Auditing Principles" (GAAP), procedures, and controls
- Effective communication skills ability to present ideas clearly, both orally and in writing, and to prepare comprehensive reports
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, develop alternative solutions, work well in group problem-solving situations and use reason even when dealing with emotional topics
- Considerable knowledge of computerized information and financial management systems, proficiency in database systems, spreadsheet, and flow chart applications, computerized accounting systems
- Demonstrate ability to meet deadlines, analyze financial and operational data and information, think analytically and critically
- Ability to maintain a high level of confidentiality, remains open to new ideas and experiment with improved systems and proven methods



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- Ability and willingness to make consultative decisions, exhibit sound and accurate judgment, support and explain the reasoning for decisions, include appropriate people in the decision-making process, and make timely decisions

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Accounting and Finance plus CPA (I) or equivalent qualifications
- Over one (1) year of experience in financial accounting in a learning institution

### **HOW YOU CAN JOIN US**

Apply strictly through email via [careers@bihc.ac.ke](mailto:careers@bihc.ac.ke) so as to reach us not later than Friday - August 12, 2022. Only shortlisted candidates will be contacted.

**Job disclaimer and notification:** BIHC is an equal opportunity employer and does not charge / accept any amount or security deposit from job seekers during the selection process or while inviting candidates for an interview.

