



ACCOUNTANT JOB ADVERTISEMENT

August 7, 2024

Better Living Hospital (Seventh-day Adventist Health Services) is a faith-based healthcare institution owned and operated by the East Kenya Union Conference of the Seventh-day Adventist Church. As a hospital, we believe in the well being of the whole person and therefore make the preservation of health as well as the healing of the sick a priority.

We are looking for a dynamic individual to fill the position of an **Accountant** in our institution.

Duties and Responsibilities

- Perform regular reconciliations of bank accounts, accounts payable, accounts receivable, and other financial accounts to identify and resolve discrepancies.
- Oversee the collection process for overdue accounts, including contacting clients and negotiating payment terms.
- Prepare and present reports on credit performance, including aging reports, write-offs, and collection activities to the management.
- Build and maintain strong relationships with insurances to facilitate smooth credit transactions and enhance customer satisfaction.
- Maintain and update financial records, including ledgers and journals.
- Managing billing processes.
- Ensure compliance with accounting standards, laws, and regulations, including maintaining proper documentation

Minimum qualification requirements:

- Bachelor's degree in Accounting or Finance.
- CPA or CIFA
- 3 years of experience
- Strong analytical skills and attention to detail.
- Proficiency in accounting software and Microsoft Office Suite.
- Excellent communication and negotiation skills.
- Ability to work independently and as part of a team.

Interested candidates are invited to send their applications, CVs, copies of certificates and current practicing licenses on or before Monday, 19 August 2024 to info@blhosp.org or werel@blhosp.org

Only shortlisted candidates will be contacted.