

**QUICKBOOKS JUNIOR ACCOUNTANT 2017**

**Duties & Responsibilities**

Entering All Invoices & Cash Sales onto QuickBooks System

Ensuring Stock levels for Items are accurate on QuickBooks System

Record all petty cash expenses properly

Maintaining and recording all accounting transactions

Ensure the cash books, sales and purchases registers, debtors and creditors

ledgers and relevant accounting records are kept up to date on a daily basis

Ensure all vouchers, sales and purchases invoices, etc. are properly recorded and filed on daily basis

Ensure all bank statements, suppliers' statements of account are received in time and reconciled promptly

Ensure customers statements of account are prepared and forwarded to them by the 5<sup>th</sup> of the following month

Ensure all statutory returns- PAYE, NSSF, NHIF, etc. are prepared in time

Ensure all file records are kept in an orderly manner

Knowledge of Accounting package - Quick Books - Very Essential

Interested candidates can email their CV & Covering Letter to [accounts@augustauto.co.ke](mailto:accounts@augustauto.co.ke)

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