

NAIROBI BAPTIST CHURCH-JOB VACANCY

Nairobi Baptist Church is currently seeking to fill the position of an Accounts Assistant to serve within the Administration department. The incumbent will report to the Accountant and be responsible for proper book keeping and accounting records of the Church.

Key Competencies:

- Diploma in Business Administration /Accounting
- CPA II
- At least three (3) years' experience in a similar position having served in a computerized accounting/auditing environment.
- Good interpersonal, communication and analytical skills.
- Conversant with at least one computerized accounting system.
- Should be born again.

All interested individuals are advised to send their application letters, resume, list of references, professional and academic certificates to hr@nairobi baptist.co.ke not later than close of business on 19th February 2018.