



1 in 4 people do not have access to electricity

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

JOB DESCRIPTION: ACCOUNTANT

Job Location: Ethiopia
Reporting to: Regional Financial Controller-Africa
Job Tier Level:
Direct Reportees: None

Position Description

The incumbent will be responsible for maintaining and periodically review, reconcile and balance accounting records for the d.light Ethiopia.

R&Rs

- Maintain proper documentation of financial transactions
- Facilitate the timely submission of financial documents at the close of monthly accounts
- Provide Check submission information to Team
- Coordinate per diem and other workshop/training related payments and report to the Management
- Coordinate with Finance officers to review the accuracy and completeness of the financial documents as well as bank reconciliations
- Facilitate the mailing financial reports and financial documents
- Effect per diem payment and maintain proper documentation of such payments
- Facilitate payments to vendors and check the availability of supporting financial documenters.
- Follow up on time sheets and submit for payroll processing
- Maintain petty cash fund and coordinate with the team for timely replenishment
- Liaise with the bank regarding all financial matters linked to program bank account in the central office and work with the management in wiring funds through other banks
- Initiate payment and prepare check and submit to authorize person for signature
- Prepare tax reports like Payroll tax, Withholding tax, Pension, etc.. and timely settlement of the above mentioned taxes to Federal Tax Authority and regional Bureaus as per Requirements.
- Work with the team to establish and maintain financial files and ledgers



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- Maintain the integrity and confidentiality of all records and information entrusted at all times
- Handle any other responsibilities as assigned

KPIs

- Timely closing, MIS reporting, preparation of business review reports.
- Completion and accuracy of monthly reconciliations and the overall accuracy of the trail balance.
- Minimize/ Eliminate tax exposure in the company transactions and tax compliance processes.

Desired Qualification and Experience

- Diploma or degree in accounting, finance or business administration
- 5+ years' experience in accounting
- Sound Accounting knowledge
- Experience in ERP systems
- Good computer skills in the MS-Office and QuickBooks accounting software required

How to Apply

Candidates who meet the requirements should submit their CV and cover letter to:

recruitment.kenya@dlight.com before 13th January, 2020.

About d.light

Founded in 2007 as a for-profit social enterprise, d.light manufactures and distributes award-winning solar products designed to serve the more than 2 billion people globally without access to reliable electricity. With operations across Africa, Asia and the Americas, d.light has impacted close to 100 million lives with its products and solar solutions. For more information, visit www.dlight.com

