



Short Term Staff Accountant

Mobile Accord, founded in 2005 and based in the United States, is growing its mobile market research business focused on emerging markets spanning Africa, the Middle East, Asia and Latin America. We provide the world's leading brands and organizations with the information they need to successfully enter, grow and capitalize on the growth opportunities in these rapidly expanding markets. Mobile Accord offers a fantastic, fast-paced and fun team environment. We have a great group of hardworking, and intelligent people focused on seizing this significant opportunity. The position is based in Nairobi, Kenya and reports to the Director of Accounting.

We are seeking to hire an individual on a short term fixed contract of **4 months** to support in certain accounting and financial analysis responsibilities for our Kenya and international operations. The role of this position will include, among other things, participating in the monthly accounting close process; performing expense and revenue related accounting and certain pricing and client budget review needs.

Key Responsibilities:

- Participate in month-end close activities including the preparation of journal entries
- Reconcile general ledgers, post journal entries, and assist with the preparation of financial statements
- Prepare monthly journal entries and account reconciliation for assigned general ledger accounts and balance sheets
- Accruals, fixed-assets, revenue recognition & variance analysis
- Enter in accounts payable, and prepare weekly payment files
- Assist with monthly customer billing and revenue reconciliation
- Maintain accounting policies and procedures to ensure the highest level of efficiency and customer service while maintaining appropriate internal controls and compliance with GAAP
- Ad hoc reports, analysis and reporting
- Any other duties assigned by members of the finance team

Qualifications:

- 1-2 years of public accounting experience with 1-2 years corporate experience
- Bachelor's degree in Accounting, CPA and or MBA preferred
- Technical Accounting knowledge/proficiency: solid understanding of GAAP and SEC reporting, experience in researching technical accounting issues
- Experienced with Great Plains or other top-tier ERP systems
- Professional written and verbal communication skills
- Strong interpersonal and customer service skills
- Strong analytical ability – must be able to design analysis to answer specific questions; be able to synthesize data; be able to error check and reconcile own work as well as the work of others
- Strong organizational and project management skills – must have demonstrated ability to implement and manage strong control and reporting processes; must be able to drive a project from inception to implementation
- Exceptional Excel, PowerPoint and Word knowledge
- A detail oriented approach – must pay close attention to the details and have the drive to get things right
- Willingness to help in any area of Finance/Accounting as needed

To Apply

We are only accepting CVs shared directly by applicants; please submit your CV and relevant work examples to finance@mobileaccord.com with the subject: Short Term Staff Accountant. **Deadline 11th June 2018**