



## **RWANDA ANIMAL RESOURCES IMPROVEMENT COOPERATIVE**

### **"RARICO"**

#### **JOB ANNOUNCEMENT**

RARICO is cooperative registered in Rwanda Cooperative Agency under code RCA/0320/2018 on 14/06/2018 It provides the consultant services related to Livestock development in Rwanda. The cooperative has an experience of working with Fish farmers, in the segments of extension services and farm management from fingerlings to table sized fish and marketing. Our beneficiaries locate across the country, within 27 districts. The Cooperative is seeking to recruit highly skilled, self- motivated and experienced persons to fill the post of Cooperative accountant to ensure effective and efficient management of cooperative funds, timely payments and compliance with financial regulations.

Position: Cooperative Accountant

Responsibilities:

- Receive and verify all invoices from suppliers of goods, works, and services and related attached documents (contract, delivery note, good received notes, progress reports, certificates of completion, evaluation report, purchase order, reports, etc.) and record them in the QuickBook Accounting Software.
- Prepare a monthly reconciliation of all accounts and submit the bank reconciliation statement to the supervisor no later than the 15<sup>th</sup> of the following month.
- Prepare a monthly reconciliation of all receivables and payable accounts and submit a report to the supervisor no later than the 15<sup>th</sup> of the following month.
- Prepare a weekly report and submit it to the supervisor no later than Monday before 10:00 a.m.
- Prepare the monthly and quarterly financial statements of the cooperative and submit them to the supervisor no later than the 15<sup>th</sup> of the following month and quarter, respectively.
- Coordinate the preparation of bank account reconciliation statements. Verify and analyze the financial statements for consistency.
- Follow up to ensure accounting coding and budgeting lines are correct; this includes verification of financial reports, expenses, and supporting documents.
- Keep up-to-date with developments in the financial management discipline or sector.
- Contribute to the improvement of internal controls that reduce risks.
- Prepare the annual financial statement of RARICO and submit it to the supervisor no later than the 20<sup>th</sup> of the following month.
- Ensure sufficient liquidity on the cooperative's accounts and inform the management in case of scarce or excess liquidity to take the necessary action;
- Manage petty cash, including regular daily cash counts and verification of the balance of the cash book.
- Ensures proper filing and management of the records and books of accounts that were used in the expenditure and bank reconciliation and respects all accounting procedures.

Gasabo – Kimironko – KG11 Ave, Promise House, 3<sup>rd</sup> Floor, Office A, Room No. 1

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- Prepare invoices for customers using the EBM. (Electronic Billing Machine) for each sale payment.
- Prepare the declaration and payment of RRA and RSSB taxes on time in order to avoid penalties and interest.
- Any other tasks assigned by the supervisor.

Essential requirements:

- Bachelor Degree in Accounting

Skills and abilities:

- Computer skills
- Ability to follow specified procedures
- Ability to communicate and negotiation skills
- Ability to work under pressure
- Proficiency in record-keeping and data analysis
- Adequate knowledge of QuickBook accounting software
- Mastery of the application of international accounting standards (IASs, IFRS)
- Mastery of the application of accounting concepts
- Ability to work independently and accomplish tasks with minimal supervision

Work Hours: 8

### **How to Apply:**

If you are a dedicated and experienced Accountant looking to contribute to the success of our cooperative, we invite you to apply. Please send your resume, cover letter, and any relevant certifications to [inforarico@gmail.com](mailto:inforarico@gmail.com) Cc: [niege5enator@gmail.com](mailto:niege5enator@gmail.com), [fannymbanj43@gmail.com](mailto:fannymbanj43@gmail.com). All documents should be sent as one copy in PDF format with “Name\_Cooperative accountant” as name of the file name. **Deadline for Applications: February 14, 2024 at 11:00pm.** Only shortlisted candidates will be contacted for written and interview exams. Thank you for considering RARICO as your next career destination.

Prosper RUTERANA

Chairperson



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