



JOB OPPORTUNITY

Matibabu Foundation is a registered health facility based in Siaya County. Our focus is to improve the quality, affordability and accessibility of healthcare with more attention to the women and their families through offering affordable, facilities- based health care with extensive laboratory and pharmaceutical services.

We are hereby inviting qualified, talented and highly motivated candidates to fill the following positions.

Position: Accounting Interns (1)

Reporting to: Hospital Accountant

Overall Responsibility

Reporting to the Hospital Accountant, Accountant (Intern) is responsible for receiving and disbursing cash and accounting for all monies spent (involving cheques, vouchers, cash, electronic, credit and/or debt cards) and providing outstanding and friendly service in the interface and interactions with customers. S/he will ensure that enquiries from patients/visitors are efficiently and courteously handled to the mutual satisfaction of the partners and patients/visitors.

Other Responsibilities

- Receive payment by cash, cheque, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate float for change.
- Observe and adhere to cash handling procedures, policies and/ or administrative requirements with respect to infection prevention and control, health and safety measures and emergency procedures.
- Ensure that basic safety measures are in place for the money collected and to be collected
- Prepare, organize and arrange all collected money for banking
- Resolve customer complaints and respond adequately to patient's and customers' questions that relate to cash transactions.
- Keep accurate financial records and documentation of relevant patient/customer information.
- Compile reports in line with established requirements and procedures.

Requirements

At least CPA section 1 with 3 years' experience preferably in a hospital billing in a busy hospital environment

Excellent public relations and communication skills.

Excellent computer skills

Ability to work with minimum supervision.

Interested candidates on the positions should submit their applications, enclosing a detailed CV, copies of academic testimonials and names of three referees and day time telephone contacts to:

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**The Administration Officer, Matibabu Foundation,
P.O. Box 230 – 40607, Ukwala, Kenya.**

OR

**E-mail to info@matibabukenya.org
So as to reach us not later than 10/01/2023**

NB: Only successful and shortlisted candidates will be contacted.

Matibabu Foundation is an equal opportunity employer