

Excellent Career Opportunity

A. KIMISITU DT SACCO OVERVIEW

Kimisitu DT Sacco 'the SACCO' is one of the fastest-growing national and ISO 9001:2015 certified Tier-1 Deposit-Taking SACCOs in the region. The SACCO was registered in 1985 and is regulated by SASRA (SACCO Societies Regulatory Authority of Kenya). Kimisitu DT SACCO has an open membership, majorly drawn from employees of Non-Governmental Organizations (NGO), Embassies, International Missions, Government Agencies, Corporations and businesses both locally and internationally. Our mission is *"We are committed to championing the financial independence of all our members. We offer ourselves as partners for life."*

Kimisitu DT SACCO is seeking to recruit a dynamic, self-driven, and result-oriented individual to join her team in her fast-paced, modern work environment, to fill the vacancy listed below:

Job Title: Fosa Accountant	Report to: Fosa Manager
Department: Fosa	Location: Nairobi
Grade: Band 4	Date: 18th August 2026
Job purpose: The FOSA Accountant will be responsible for the management of all FOSA Operations - Cash, Credit and Channels in accordance with Sacco policies and regulations while meeting member needs and expectations.	
Key Responsibilities: • Verify all accounts opened, facilitate accounts to be closed and forward for authorization to the FOSA Manager • Issue and receive cash and mobile money float to & from tellers • Open and close FOSA accounts. • Verify/approve FOSA loans and advances and forward the same to FOSA Manager • Verify and approve mobile banking activations and PIN resets • Verify all FOSA payments • Ensure proper and up-to-date reconciliation of all cash and bank transactions • Daily verification of members' cash deposits and withdrawal vouchers • Establish owners of all direct credits in FOSA bank accounts and advise tellers accordingly • Effective & efficient supervision of tellers • Reverse erroneous Teller's transactions/ reversing of bounced cheques as approved and inform members accordingly. • Liaise with FOSA key partners e.g. banks, suppliers • Regularly monitor and facilitate reconciliation of mobile banking operations • Generate all FOSA reports and forward to FOSA Manager when due • Forward bankers cheques issued to the bank via email	

- Generate FOSA overdraft and communicate to the account holders
- Clear members' and non-members cheques
- Reconcile ATM and PINS issued
- Post transactions to member's accounts as appropriately authorized by the FOSA Manager through vouchers or other instruments.
- Supervise all transactions and ensure sufficient cash flow
- Perform any other duties assigned from time to time.

Knowledge: Qualifications & Experience

- A bachelor's degree in accounting or its equivalent
- Minimum four (4) years' proven relevant experience in a similar role working in a financial institution.
- CPA (K) and a registered member of ICPAK in good standing
- Proficient in MS Office, Excel & power point
- Proficient in using ERP software.

Personal Attributes required for this role:

- A person of integrity
- Good communication and interpersonal skills.
- Excellent analytical and reporting skills
- Excellent problem-solving and decision-making skills
- Attentive to details.

How to Apply;

Interested candidates meeting the above requirements should apply online by filling in the data form on this link: [FOSA ACCOUNTANT- 1 POST – Fill in form](#)

The data form must be completed in full. Incomplete forms will be disqualified. In addition, the applicants should send an application letter with a detailed CV to jobs@kimisitusacco.or.ke by COB Monday, 31st August 2026, bearing the subjectline "Fosa Accountant." **People with disabilities are encouraged to apply.**

Only shortlisted candidates will be contacted.

Kimisitu DT Sacco Ltd never asks for money in return for advancement in any recruitment process. If you are ever asked for a fee, please report to Kimisitu DT SACCO on 0709 13600 or send an email to jobs@kimisitusacco.or.ke.

[Kimisitu DT Sacco Ltd is an equal opportunity employer](#)