



VACANCY ANNOUNCEMENT: SALES AND COST ACCOUNTANT

Murang'a County Co-operative Creameries Co-operative Union Limited (MCCCU) invites applications from suitably qualified candidates to fill the position of Sales and Cost Accountant. To support sales and cost accounting operations by ensuring accurate invoicing, cost control, sales reconciliation, and proper financial documentation in compliance with MCCCU policies and statutory requirements.

Key Responsibilities

- Prepare and process delivery notes, sales invoices, and eTIMS invoices.
- Record and verify customer orders for raw materials and finished products.
- Reconcile daily sales, production costs, and customer accounts.
- Match sales invoices with bank deposits and update debtor records.
- Prepare customer statements and follow up on outstanding balances.
- Monitor product and production costs and carry out cost analysis.
- Process sales returns and prepare credit notes.
- Ensure compliance with VAT, taxation, and statutory invoicing regulations.
- Maintain accurate physical and electronic accounting records.

QUALIFICATIONS AND SKILLS

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- CPA qualification is an added advantage.
- At least 2 years' relevant accounting experience.
- Strong knowledge of accounting standards and taxation.
- Proficient in Microsoft Excel and accounting systems (QuickBooks, Sage, or similar ERPs).
- Excellent attention to detail, organizational, and time management skills
- Strong analytical and problem-solving abilities.

SUBMISSION DEADLINE: 16th March 2026

How to Apply

Send your application to:

Human Resource Officer
Murang'a County Co-operative Creameries Co-operative Union Limited
P.O. Box 38-1025,
Maragua Tel: 0791 031 654

Email: hr@murangacountycreameries.com
CC: lmukami@murangacountycreameries.com

Only shortlisted candidates will be contacted.

Take the next step in your career – apply today and be part of a team that delivers quality you can trust