



Job Title: Bookkeeper- Entry Level

Location: Kigoma

Job Type: Full-time

Job Form: <https://forms.office.com/r/BdxjTkxVpC>

About Us:

Dark Earth Carbon Ltd. is a dynamic and growing organic company committed to delivering exceptional products to our customers. We are currently seeking a highly motivated and experienced individual to join our team as a Bookkeeper. If you have a passion for numbers and detail orientation, we invite you to apply.

Job Overview:

The ideal candidate will be well organized and comfortable dealing with financial data. This individual will be responsible for overseeing the accounts payable and receivable, managing records keeping of expenses and conducting other tasks related to finance. They should be excellent at recording data and have an ability to produce clear financial reports.

Job Responsibilities:

- Monitor accounts payable and receivables
- Assist with the preparation of monthly, quarterly and annual financial reports
- Support the maintenance of the company's general ledger and charts of accounts
- Help ensure compliance with local tax laws
- Track expenses, budget, taxes, cash flow, receipts and other financial dealings of company
- Monitor actual financial performance against budgets and forecasts, identifying and reporting any variances
- Support the development of annual budgets and periodic forecasts
- Any other tasks related to company operations financial or otherwise.
- Analyze current and past financial data and performance to make recommendations on profit enhancement

Qualifications:

- Bachelor's Degree in Accounting/ Finance/ Economics
- Computer skills with proficiency in MS Office
- Excellent Financial reporting skills
- Highly developed and proven communication skills; oral, written and presentation
- Continuous need to be flexible, adaptable and able to multitask
- Trustworthy and absolute discretion required at all times
- High levels of energy and drive, willingness to learn and grow in the role.
- Consistently high performer and excellent role model of the valued behaviors
- Accounting or Finance certification is an added advantage



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- Strong problem solver, with hands-on approach to plan and execute well

Education and Experience:

- Diploma/Bachelor's degree in a relevant field or equivalent work experience.

Dark Earth Carbon is an equal opportunity employer and is committed to diversity in the workplace. We encourage applications from all qualified individuals, especially women and those with diverse backgrounds.