



Position: Bookkeeper

Period: One Year Consulting Contract to Start

Reports To: Chief Accountant

Location: Musanze District, Rwanda, at Virunga Mountain Spirits

Scope: A craft distillery/agro-tourism site located at the foothills of the Virunga Mountains opened in Musanze, Rwanda in December 2024. The first product is a premium craft potato vodka made with unloved potatoes sourced from the Winnaz potato crisp factory and local farmer cooperatives. Virunga Mountain Spirits and Kinigi Table, our onsite restaurant, prides itself on producing premium spirits and providing exceptional food, beverages, and service to our patrons.

We are seeking an experienced and organized Bookkeeper to support the Finance Department in managing daily accounting operations, maintaining accurate financial records, and strengthening internal controls. The successful candidate will assist in transaction processing, reconciliations, inventory recording, and documentation to ensure timely and accurate financial reporting.

A successful candidate will be proactive and detail-oriented and have excellent English communication skills. At Virunga Mountain Spirits, we value a growth mindset, empathy, and an eagerness to learn.

Responsibilities:

Administration-Oriented Work

- Collect and verify suppliers' invoices
- Prepare weekly supplier payments and attach their supporting documents
- Ensure all payment documents are complete before submission for approvals
- Follow up on missing invoices
- Manage and lead the procurement process of the company
- Assist the Finance department with any other work that may arise

Transaction Processing

- Record suppliers bills in the accounting system
- Post expenses into the accounting system on daily basis
- Post petty cash transactions into the accounting system on daily basis
- Receive cash inflows in the accounting system on daily basis
- Record transactions in the appropriate company account ledgers using spreadsheets or accounting software
- Maintain compliance with financial reporting regulations, such as the Generally Accepted Accounting Principles (GAAP)

Filing and Documentation

- Maintain organized physical and electronic filing systems
- Ensure all financial transactions are properly supported and filed
- Properly organize and arrange financial files and other company documents by insuring internal controls and audit tracking are in place

Inventory Management: Distillery and Kitchen

- Provide support in issuing products from inventory using the company formats
- Provide inventory reports including internal usage of products on a weekly basis
- Produce a monthly inventory movement reports for the Finance Department
- Collect all sales documents and send them to the Finance Department on a weekly basis
- Assist in periodic physical stock counts
- Reconcile physical stock with accounting records
- Report inventory variances for review and investigation

Cash and Bank Reconciliation

- Match bank statement transactions with accounting records
- Prepare bank reconciliation reports

Required Qualifications:

- Diploma or Bachelor's degree in accounting, finance or related field
- Minimum 1- 3 years of experience working in accounting or as bookkeeper
- Knowledge of accounting software "Quickbook Online" a plus
- Solid understanding of double-entry bookkeeping, debits, credits, and the

accounting cycle

- Knowledge of IFRS, GAAP and Journal Entries
- High-speed, accurate data input to prevent financial discrepancies
- Excellent English language skills, oral and written, a must
- An outstanding work record, including job performance and attendance
- Demonstrated mathematical (addition, subtraction, multiplication, division) and computer skills
- Willingness to adhere to VMS business standards of quality and efficiency
- Skilled in problem-solving, troubleshooting, and interpersonal relations
- Ability to contribute to a work environment focused on continuous improvement

Applications should include:

- Cover letter
- Detailed CV
- List of 3 - 5 references, including current supervisor

To apply for this opportunity, please send a CV and cover note to:
juliette@virungamountainspirits.com

Please do not contact us by phone or Whatsapp regarding your application.