

# NAFASI za Kazi ED Smart Printers

## June 2025

### Accountant

#### ED Smart Printers

We are looking for a qualified candidate for the following position.

**Position:** Accountant

**Location:** Kilimanjaro – Moshi

ED Premium Company is a leading provider design and printing solutions, based in Kilimanjaro, Tanzania. Established with a mission to empower businesses through cutting edge technology. ED Smart Printers has grown into a trusted partner for a diverse range of clients, offering a comprehensive suite of services designed to enhance operational efficiency and drive digital transformation.

#### Applicant Qualifications:

- Bachelor's degree in Accounting, Finance, or related field.
- 2+ years of accounting experience.
- Proficient in accounting software and Microsoft Excel.
- High attention to detail and accuracy.
- Excellent organizational and communication skill.

#### Key Responsibilities

- Maintain accurate financial records including general ledger, accounts payable/receivable, and payroll.
- Prepare monthly, quarterly, and annual financial statements and reports. · Monitor and reconcile bank statements and vendor accounts.
- Manage invoicing, billing cycles, and collections from clients.
- Ensure timely payment of suppliers and service providers.
- Assist with budgeting, forecasting, and cash flow management.
- Ensure compliance with statutory requirements such as VAT, corporate tax, and other local financial regulations.
- Prepare and support internal and external audits.
- Maintain and improve financial processes, controls, and accounting software usage (e.g., QuickBooks, Tally, or other ERP tools).

#### Mode of Applications:

Please submit your Application Via email: [edsmartprinters@gmail.com](mailto:edsmartprinters@gmail.com)

**Deadline:** 18th June 2025.

**BONYEZA HAPA KUTUMA MAOMBI**