**Irene Muchina**

Mobile: 343-254-0652

Ottawa, Ontario, K1V 6S2

Email: [irynnemuzina@gmail.com](mailto:irynnemuzina@gmail.com)

[www.linkedin.com/in/irene-muchina](http://www.linkedin.com/in/irene-muchina)

**PROFESSIONAL SUMMARY**

I bring hands-on experience in documenting financial transactions, recommending financial actions, and analyzing accounting options to orchestrate the smooth flow of accounting operations.

**SKILLS**

* Financial
* Accounting
* Analytical
* Teamwork
* Communication
* Time management
* Credit management
* Project management
* Organization & planning
* Decision making & problem-solving skills
* Computer skills: Proficient in MS Office, Outlook, PowerPoint, Excel, MS Dynamics Navision ERP and QuickBook

**EDUCATION**

**Navigating the Canadian Workplace for Accounting Professionals** Mar 2024 - May 2024

Global Talent Alliance Canada • Ottawa, Ontario

**Bachelor of Commerce-Finance option** Jan 2012 - Dec 2015

Masinde Muliro University • Kakamega, Kenya

**Certified Public Accountant** Jan 2002 - Dec 2005

Vision Institute of Professionals • Nairobi, Kenya

**Kenya Accounting Technician Certificate** Jan 1999 - Dec 2000

Dedan Kimathi University • Nyeri, Kenya

**WORK EXPERIENCE**

**Volunteer** Jan 2024 - Present

Caldwell family Centre • Ottawa, Ontario

* Serving members of the community that come in to collect food at the food bank with the best customer service.
* Providing administrative support to department leads to help organize events and outreach.
* Helping in restocking of the warehouse.
* Offloading food, checking quality and stacking the shelves.
* Mentoring new volunteers, fostering a supportive and inclusive team environment
* Maintaining clean, neat, and operational facilities to serve program needs.

**Accounts Payable Accountant** Oct 2021 - Aug 2023

Cloud factory • Nairobi, Kenya

* Managing general ledger journal entries and credit card and bank account reconciliation
* Preparing accounts payable invoices
* Handling payments in an organized and timely manner.
* Performing internal credit card reconciliation when required.
* Preparing sales and use tax returns.
* Ensuring imaging of invoice supporting documents is timely and accurately performed.
* Verify the accuracy of vendor invoices and confirm that the correct general ledger account codes are used.
* Generate payment to vendors on a routine schedule and match the check with backup for review by the financial manager.
* Inspect paid and unpaid invoices including cleared payment inquiries and check voiding to maintain accurate files and records according to company standards.
* Review automatic payments to ensure correct coding and authorization as well as sufficient contracts and documentation.
* Develop and maintain a filing system for financial information, records and documents to ensure easily available information.
* Monitor account balances, track expenses, prepare analyses of accounts and related financial activity to produce monthly financial reports.

**Assistant Accountant-Central Finance section** Jan 2012 - May 2021

The Nairobi Hospital • Nairobi, Kenya

**General ledger management**

* Month-end, quarter-end and year-end closing
* General Ledger reconciliation on a monthly basis especially with regard to Accruals, Prepayments, Provisions and Fixed Assets.
* Monthly expense variance analysis
* Ensure accuracy of financial statements in accordance with GAAP and compliance to internal policies
* Profit and Loss, Balance sheet accounts reconciliations
* Preparing and posting of Journal entries

**Inventory management**

* Assist in establishing and implementing inventory policies and procedures.
* Plan, organize, & conduct quarterly physical stock count verification in all the stores and sub stores & highlight variances to the management.
* Quarterly review of obsolete/redundant/expired inventory to facilitate their removal from the warehouse.
* Prepare end month stock holding and inventory consumptions reports for all the departments.
* Assisting in period end close of the general ledger and preparing monthly inventory journal entries as needed.
* Monitoring inventory transactions and reconciling inventory accounts to the general ledger
* Prepare the Goods in Transit report and following up with the user departments to ensure that stocks issued from the stores are received in the user department.
* Coordinate with the Procurement department to assist in supplier pre-qualification and tender/RFQ opening and evaluation process so as to ensure that due process is followed in selecting the suppliers.
* Receiving and inspection of Heavy Fuel Oil (HFO) for the boilers, diesel fuels for generators, Liquefied Petroleum Gas (LPG), medical oxygen, medical air, liquid oxygen/bulk oxygen, nitrous oxide, carbon dioxide and Entonox gases when delivered by the suppliers together with procurement, engineering and security departments.

**Fixed asset management**

* Record fixed assets acquisitions and dispositions in the Hardcat asset management software.
* Asset tagging of all the hospitals fixed assets using the handheld scanner.
* Reconcile the balance in the fixed asset register/ Hardcat asset management software to the general ledger.
* Run depreciation for all fixed assets in the Hardcat asset management software, prepare and post the Depreciation journal
* Reconcile specific assets general ledger accounts.
* Conduct periodic reviews of the fixed asset schedule to determine dispositions.
* Prepare audit schedules in relation to fixed asset and assist the auditors in their enquiry.
* Amortization of intangible assets.

**Project management**

* Upon receiving the justifications forms from the user departments for the approval of the CEO & FD, prepares allocations and allotments of the CAPEX & OPEX, manages and monitors budget expenditures and ensures that they remain within authorized levels, including analysis of funds’ utilization and provision of advice to all concerned users.
* Looking after project records and contracts to ensure terms are adhered to.
* Looking after and maintaining the project reports
* Maintaining all relevant expenditure for each project
* Analyzing all project expenses and providing commentary
* Safekeeping and updating of all contracts and, leases which affect the financial status of the business.
* Track the compilation of projects costs into fixed asset accounts and close those accounts once the related projects have been completed
* Work closely with the other departments in tracking project costs in comparison to their budgeted projections.

**Accounts Assistant-Credit Control section** Jun 2008 - Dec 2011

The Nairobi Hospital • Nairobi, Kenya

* Received credit invoices that have been billed by the cashiers and verify that transactions comply with financial procedures.
* Prepared invoices for payment, ensuring adequate and complete documentation, accuracy, reasonability, approvals, and validity of financial data for complete revenue capture.
* Data entry of credit invoices for payment by entering invoice information in the Invoice Tracking System to create an official batch number that is used for payment and reconciling of remittances.
* Ensured timely submission of credit invoices to the insurance companies for the processing of payment.
* Liaised with internal and external clients by seeking clarification on invoices, credit notes and responding to queries from 3rd parties, credit officers, and cashiers.
* Reviewed the outstanding invoices with the cashier and reconciled the statement of accounts against the processed invoices.
* Maintained proper filing systems and record keeping of accounting documents on a timely basis.
* Assisted the front office (cashiers) when called upon by the Senior Accountant.

**PROFESSIONAL CREDENTIALS**

* Certified Public Accountant of Kenya (CPA-K)

**MEMBERSHIP**

* Institute of Certified Public Accountants of Kenya (ICPAK) Membership No: 24507

**CERTIFICATION**

* First Aid & CPR/AED-Red Cross
* Soft skills solutions- St. Nicholus Adult High School

**AWARDS AND HONOURS**

**Certificate of long service** 2019

Awarded certificate of long service-10yrs at the Nairobi Hospital

**Employee of the year** 2009

Nominated as the employee of the 2009 at the Nairobi Hospital

**OTHER POSITIONS HELD**

* **Oct 2007 - Jan 2008**: Clerk with the Independent Electoral and Boundaries Commission of Kenya secretariat team overseeing the 2007 General elections in Langata Constituency, Nairobi County.
* **Mar, Jun, and Jul 2007**: Registration Clerk with the Independent Electoral and Boundaries Commission of Kenya at Starehe constituency, Nairobi County.
* **Feb 2003- Jun 2005:**Worked as Debtors reconciliation clerk at the Aga-khan University hospital, Nairobi.

**Reference is available on request**