



EXCITING OPPORTUNITY

Over the past 100 years, AIC Kijabe Hospital continues to provide **compassionate** and **quality** health care services. Anchored on the vision to “Be a God – glorifying and transformative leader in the provision of excellent healthcare and education in Africa, we recognize that a team of people with great **character**, **compassion** and excellent **skills** are our most valuable resource to our Patient care. To strengthen our team, we are seeking to fill the following position:

ACCOUNTANT RECEIVABLES

Reporting to the **CREDIT CONTROLLER**.

Purpose: To glorify God by ensuring accuracy, compliance, and efficiency in managing patient and housing receivables, insurance, and corporate claims. This role supports the hospital’s financial sustainability by overseeing end-to-end corporate receivables pr.

Job Duties and Responsibilities

- Analyze customer payment plans, payment history, and credit limits to support effective debt recovery strategies
- Summarize receivables by maintaining statement of accounts and preparing turnover and collection reports
- Prepare and submit monthly, quarterly, and annual reports detailing paid and unpaid invoices, claims dispatched, and overall accounts receivable performance
- Monitor customer account for non-payments, delayed payments, and other irregularities, escalating issues where necessary
- Oversee the full claims lifecycle by processing, submitting, and ensuring 100% dispatch of claims to insurances and corporates
- Verify the validity of claims data, ensuring proper coding (e.g., ICD11) and compliance with insurance and corporate requirements
- Keep track of all submitted claims and ensure prompt resolution of queries to minimize delays in approvals and payments
- Organize a recovery system and initiate collection efforts for overdue accounts

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's Degree in Finance, Accounting or related field from a recognized institution
- Must be a CPA/CCP finalist
- Minimum of five (5) years’ relevant work experience preferably in a related field
- Proficiency in financial reporting and reconciliation
- Knowledge of hospital billing systems and insurance claim processes

GENERAL INQUIRIES - MAIN HOSPITAL
T: 0709 728 200

NAIVASHA MEDICAL CENTER
T: 0733 422 346

MARIRA CLINIC
T: 0735 118 527

NAIROBI CLINIC
T: 0703 133 233



How to Apply

If you believe you are the ideal candidate and meet the specified criteria, we encourage you to take the next steps in the application process. Please begin by updating your profile and completing your application on our recruitment portal <https://recruit.kijabehospital.org>. Your application should be submitted no later than **Wednesday, April 1, 2026**. Keep track of your application's progress in the portal on applied jobs.

We appreciate your interest in joining our team and look forward to reviewing your application.

Please note due to the high volume of applicants, only shortlisted candidates will be contacted.

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