



Cooperative Accountant

Job Description

Company Overview

Masaka Creamery's mission is to delight our customers by producing beloved products, with uncompromising devotion to our values. We manufacture high quality dairy products under the Masaka Farms label from our headquarters located in the Kigali Special Economic Zone. Masaka Creamery actively recruits from the Deaf community in Rwanda, and currently boasts a production team that is 100% Deaf. We are a values-driven organization working diligently toward our vision of being admired in Rwanda and beyond for exemplary culture, quality and inclusion as we scale to 10,000 liters per day.

As part of this commitment, Masaka Farms will implement a **three-year project supported by Mastercard**, focused on creating meaningful training, skills development, and employment opportunities. **Young people, particularly young Deaf women under the age of 35, are strongly encouraged to apply for this position.**

Position Overview

- Masaka Creamery is seeking a meticulous and trustworthy **Cooperative Accountant** to manage the financial transactions and records associated with our dairy cooperative supply network.
- The Cooperative Accountant will be responsible for processing and reconciling cooperative payments, maintaining accurate financial records tied to milk volumes and pricing, and ensuring transparency and compliance in all cooperative-related financial dealings.
- This role requires strong accounting fundamentals, attention to detail, and the integrity to handle payments that directly affect farmer livelihoods. The role reports to the **Finance Director** and works closely with the Cooperative Relationship Manager and Site Managers.

Key Roles & Responsibilities

Key responsibilities include, but are not limited to:

- Process and reconcile payments to dairy cooperatives based on delivered milk volumes, quality grades, and agreed pricing.
- Maintain accurate, up-to-date financial records for all cooperative transactions.
- Reconcile cooperative delivery and quality data from collection sites against invoices and payment records.
- Prepare regular payment schedules and ensure cooperatives are paid accurately and on time.



- Investigate and resolve discrepancies between site records, cooperative claims, and financial data.
- Support internal and external audits related to cooperative financial transactions.
- Ensure compliance with internal financial policies and relevant regulatory requirements in all cooperative dealings.
- Prepare reports on cooperative payment trends, outstanding balances, and cost analysis for leadership.
- Collaborate with the Cooperative Relationship Manager and Site Managers to verify volume and quality data used in payment calculations.
- Maintain organized, audit-ready documentation for all cooperative financial records.
- Perform other accounting duties as assigned.

Required Qualifications

- Bachelor's degree in Accounting, Finance, or a related field; professional accounting certification (e.g., CPA, ACCA) an advantage.
- Proven experience in an accounting or finance role, ideally involving supplier, farmer, or cooperative payments.
- Strong understanding of accounting principles, reconciliation processes, and financial controls.
- High level of accuracy, attention to detail, and integrity in handling financial data and payments.
- Proficiency in accounting software and spreadsheet tools.
- Good communication skills, with the ability to work closely with both finance and field-based teams.
- Fluency in Kinyarwanda required; working knowledge of English or French preferred.

Compensation & Working Conditions

- **Compensation:** Competitive compensation based on experience and qualifications.
- **Location:** Masaka Creamery, Kigali Special Economic Zone, Rwanda.
- **Reporting:** The Cooperative Accountant will report to the Finance Director.
- **Working Schedule:** Working hours will be determined based on cooperative payment cycles and operational needs.

Equal Opportunity & Inclusion

Masaka Farms is committed to creating an inclusive workplace and expanding employment and professional development opportunities for the Deaf community.

We particularly encourage applications from **young women under the age of 35**, including **young Deaf women**, who meet the requirements of this position.

Selection will be based on the qualifications, competencies, experience, and suitability of candidates for the role.

