

PETER KAMITI KAMAU

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PROFESSIONAL SUMMARY

Finance and Accounting Professional with 9+ years of experience managing financial operations, reporting, compliance, and accounting functions across private sector and nonprofit environments. Experienced in leading multi-country finance operations, managing remote and distributed teams, strengthening internal controls, and improving financial processes to support accurate reporting and audit readiness. Skilled in financial management, budgeting, forecasting, full-cycle accounting, GST/HST compliance, payroll deductions, T4/T4A reporting, property and provincial tax compliance, month-end closure, financial consolidation, and financial analysis. Proven ability to support strategic decision-making, regulatory compliance, and operational efficiency through strong financial controls, technology-enabled processes, and actionable reporting.

SKILLS

Financial Management, Financial Reporting, Financial Analysis, Budget Management, Financial Forecasting, Tax Compliance, GST/HST Compliance, Payroll Deductions, Property and Provincial Tax Compliance, Payroll Administration, Full Cycle Accounting, Bookkeeping, Internal Controls, Audit Preparation, Risk Management, Cash Flow Management, Accounts Payable, Accounts Receivable, Bank Reconciliation, Financial Consolidation, Expense Management, Statutory Compliance, Client Management, Nonprofit Accounting, Grant Financial Management, Remote Finance Operations.

EXPERIENCE

Finance Consultant

Zivo Financial Services Inc. | Ottawa, Canada | Remote | July 2026 – Present

Roles and Responsibilities:

- Managed full-cycle bookkeeping and financial reporting for Canadian nonprofit organizations and charities, maintaining accurate financial records and supporting effective financial management.
- Prepared GST/HST filings and supporting documentation, ensuring compliance with applicable Canadian tax requirements.
- Administered payroll deductions and supported T4/T4A preparation and reporting, ensuring accurate payroll and year-end tax documentation.
- Coordinated property and provincial tax compliance requirements for nonprofit clients, maintaining complete records and supporting timely submissions.
- Executed month-end closure procedures, including account reconciliations, financial reviews, and preparation of monthly financial reports.
- Strengthened finance SOPs and internal controls by standardizing accounting processes and documentation, improving consistency and audit readiness.
- Collaborated with distributed client teams through virtual workflows and cloud-based finance systems, using QuickBooks Online and Syft Analytics to support accounting, consolidation, and financial reporting.

Travel Support Consultant

Jensen Adventures, LLC | United States | Part-Time | Remote | January 2026 – Present

Roles and Responsibilities:

- Coordinated travel support services, ensuring accurate processing of visa applications and travel insurance arrangements.
- Managed client requests, verified requirements, and maintained organized records to support efficient service delivery.
- Applied compliance procedures to ensure adherence to travel regulations and client requirements.
- Provided remote administrative support and coordinated timely resolution of client inquiries.

Head of Finance

Craydel Inc. | Nairobi, Kenya (Overseeing operations in the USA, Kenya, Uganda, Nigeria, and Zimbabwe) | Remote | December 2022 – July 2026

Roles and Responsibilities:

- Directed financial accounting, reporting, budgeting, and forecasting across operations in five countries, ensuring regulatory compliance and supporting strategic decision-making.
- Designed and implemented tax optimization strategies across multiple jurisdictions, reducing liabilities and improving financial efficiency.
- Oversaw payroll administration and statutory compliance for regional teams, ensuring timely and accurate employee compensation.
- Managed multi-currency financial transactions and cash flow across international operations, maintaining financial accuracy and control.
- Strengthened internal controls, financial governance, and reporting processes to improve operational efficiency and audit readiness.
- Coordinated cross-functional finance activities with remote international teams, ensuring consistent financial operations.
- Trained and mentored finance staff on financial systems, reporting standards, and internal procedures.

Bank Accountant

The Kenya Bankers | Nairobi, Kenya | March 2022 – November 2022

Roles and Responsibilities:

- Processed cash and cheque transactions with 100% accuracy, ensuring compliance with banking standards and minimizing errors.
- Managed accounts payable and receivable, ensuring accurate ledger records and timely payments to support smooth financial operations.
- Researched and interpreted Kenyan tax legislation, providing monthly updates to management, ensuring compliance and informed decision-making.
- Onboarded 190+ clients, ensuring quick account setup and resolving inquiries within 24 hours.
- Monitored risk control processes, reducing operational risks and financial losses.
- Supported banking product awareness programs, increasing customer engagement and product uptake by 15%.

Senior Accountant

City Eye Hospital Limited | Nairobi, Kenya | January 2018 – February 2020

Roles and Responsibilities:

- Prepared monthly financial reports and year-end schedules to support management decision-making and financial planning.
- Maintained general ledger accuracy and resolved accounts receivable and payable issues to improve financial controls.
- Led inventory stock-takes across 20+ product lines, identifying and correcting variances to improve record accuracy.
- Managed employee benefits administration and ensured compliance with statutory requirements and company policies.

Accountant

Posstone Limited | Nairobi, Kenya | June 2017 – Dec 2017

Roles and Responsibilities:

- Prepared financial statements, maintained accounting records, and supported month-end closing activities.
- Reconciled bank and petty cash accounts, reducing discrepancies by 30% through improved verification processes.
- Processed payroll, PAYE filings, and statutory submissions, ensuring timely compliance with regulatory requirements.
- Managed daily bookkeeping, cash flow monitoring, expense tracking, and internal audits to strengthen financial controls.

OTHER EXPERIENCES

- **Accountant** | Oyake Enterprises Ltd. | December 2016 – May 2017
- **Production & Project Supervisor** | Digital Divide Data Kenya Limited | April 2014 – November 2016
- **Project Coordinator** | Digital Divide Data Kenya Limited | August 2013 – March 2014

EDUCATION

- **CPA K (Kasneb)** | KCA University

TRAININGS & CERTIFICATIONS

- **ATC 1 & 2** | Kasneb
- **Certificate in Project Management** | Career Point Solution
- **Professional Ethics** | Corporate Finance Institute
- **Accounting Software Application (QuickBooks)** | KCA University

TOOLS

QuickBooks Online, Syft Analytics, Google Workspace, Microsoft Teams, Zoom, Zoho CRM, SeamlessHR, Missive, Plooto, Dext, Expensify, ApprovalMax, Wrike, Microsoft Excel, SAP ERP, Sage 50, Xero, ADP Workforce, Paychex, NetSuite, Oracle Financials, Zoho Books, FreshBooks.

LANGUAGES

- English - Fluent
- Swahili - Native

REFEREES

Available Upon Request.