



Bursar

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Description

The Bursars office is tasked with managing all the financial operations within the college. They include Preparation of

1. Books of accounts
2. Management report and budgets
3. Collection of student fee
4. Maintaining student fees statements

The office has endeavored to computerize all the operations through the implementation of the following systems

- AMS
- SMIS
- HRMIS
- ACCPAC

(Section Head)



Mr. Kimeli is the college Bursar who is in charge of finances, budgets

Stephen Kimeli Kirwa

B.Com (Finance), MBA (Finance),
CPA (K)



and other operational processes within the finance department. He is also

a member of College Procurement Committee, College Corruption

Prevention Committee and most importantly, college management board.





[Ms. Monica Njambi Nganga](#) [8]

Monica is an Accounts Assistant at the University Of Nairobi - CAVS. She

has previously worked as an accountant in various institution. She is

currently pursuing B. Com. at the University of Nairobi.



Holds Masters degree in Business Administration, Bachelor of Commerce and PG. Diploma in computer Science. Worked as the Levy inspector Catering Levy Trustees and currently working at the University of Nairobi, Upper Kabete, as the Assistant Accountant.

[Mr. Paul O. Gongera](#) [9]



Bsc, MSc, PG Computer
Science



Mr. Victor Waweru currently working at CAVS as an Accounts Clerk. He has successfully completed a degree in B.Com at the University of Nairobi awaiting

graduation.

[Mr. Mwangi Victor Waweru](#)

[10]
BSc (UoN)

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