Vacancy Announcement

Email: jobs@tubmanu.edu.lr

Tubman University
Department of Human Resources
Harper, Maryland County
Republic of Liberia

William V.S. Tubman University (TU) is Liberia’s second government-owned and operated university, and the only university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Science; Education; Health Sciences; Management and Administration; Engineering and Technology; and Arts and Sciences. In advancing the University’s teaching, learning, research and community service mission, TU is seeking qualified candidates for the following position:

Position: Assistant Vice President for Finance and Budget
Duty Station: Harper, Maryland County
Minimum Qualification: MBA/MA/MSC.
Commencement of Employment Period: July 1, 2015
Closing Date for the Submission of Application: Open Until Filled
Salary Range: Commensurable Salary
Other Benefits: Transportation Allowance, Housing, Relocation Allowance, Optional Medical Insurance

Position Requirements:
The successful candidate shall possess a Master’s Degree in Finance or a related field with minimum five years’ experience. The individual shall serve as a senior administrator for the University, and provide leadership, guidance and advice in all areas of the University operation, including but not limited to adherence to policies and budget issues of the University, and other related policies/laws such as the Public Finance Management Law, Government Budgeting processes; possess the skills necessary to effectively communicate with senior administrators on financial issues and the general public; and shall demonstrate ability to work with minimum supervision.

The preferred candidate shall have excellent interpersonal, oral and written communication skills; experience in working in a university related setting; shall be highly confidential in handling information for administrators and staff with discretion; demonstrate a record of excellence, good moral character and enthusiasm to relate to finance, administrators and the University community; must possess the appropriate computer skills (especially experience with Microsoft Office Suite), with a commitment to quality and excellence. The successful candidate shall be a member of the President’s Council. The ideal candidate must provide copy(ies) of their degree(s) and/or transcript(s); and at least 3 references including names, titles and contacts (phone numbers and email addresses).
Position Description:

- Provide daily oversight of the Finance and Budget offices
- Provide oversight for students accounts billing, and ensure appropriate cash receipts
- Supervise deposits, general ledger accounting activities and fixed assets accounting
- Ensure checks disbursements, bank statements reconciliation payroll disbursements;
- Oversee petty cash activities and ensure proper recording
- Interpret technical financial policies and procedures of the Government of Liberia, other governments, national and international funding entities
- Assist with planning, budgeting and forecasting projects;
- Work in collaboration with the office of Internal Audit, Procurement and Budget to ensure the alignment of expenditures;
- Assist with the development of University’s operating budget and the development with the development of University’s strategic planning activities, and the development of business plans as needed; and
- Perform other duties as assigned by the President and Senior Management

This position reports to the Vice President for Administration.