



## External Vacancy Announcement

Email: [jobs@tubmanu.edu.lr](mailto:jobs@tubmanu.edu.lr)

Tubman University Office 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 candidate for the position of:

**Position:** Senior Accountant/ Payroll Manager

**Duty Station:** Harper, Maryland County

**Minimum Qualification:** MBA/MSc

**Commencement of Employment Period:** June 1, 2016

**Closing Date for the Submission of Application:** May 31, 2016

**Salary and Benefits:** Commensurable Salary, Optional Medical Insurance, and Group Transportation

**Reports To:** Assistant Vice President for Finance and Budget

**Position Requirements:** The successful candidate shall possess a Master's of Business Administration Degree in Accounting or finance, with minimum 3 years of experience in Accounting with extensive experience in the area of payroll processing/management. The successful candidate shall possess high level knowledge, skills and experience to meet the requirements of this position; and shall assist the Assistant Vice President for Finance and Budget in performing accounting and clerical tasks related to the efficient maintenance and processing of account payable, receivable and bank reconciliations transactions.

The incumbent shall possess knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite and excel), with a commitment to quality and excellence.

## Position Description:

- Assigns entries to proper accounts;
- Works on general ledger accounts
- Supervises the preparation of general ledger accounts reconciliation;
- Supervises the preparation of bank statements reconciliation;
- Assists in preparing financial statements;
- Conducts funds accounting;
- Prepares period end accounting adjustments;
- Conducts fixed assets accounting;
- Attends to employee's advances;
- Conducts payroll accounting;
- Computes taxes; ensure compliance with payment and other tax requirements;
- Analyze general operations, trends, costs, revenues, financial commitments and / or obligations;
- Prepares financial reports, analyze accounting and financial reports for accuracy; completeness, and conformance to the University's accounting reporting and procedural standards;
- Documents recordkeeping and systems using current computer technology;
- Reports to the comptroller/ administration regarding the finances of the University;
- Assists in preparing forms and manuals for accounting and bookkeeping personnel, and direct the work activities;
- Works with the comptroller to project future revenues and expenses of the provides advice;
- Develops tools and mechanism for effective Monitoring of all TU financial transaction;
- Coordinates the compilation of financial data and provide accurate and update financial information to the comptroller on a continuous basic;
- Supervise the Payroll Accountant, Account Receivable, Cashier, and / Reconciliation;
- Submits regular internal financial reports to the comptroller including but not limited to weekly expenditure VS Budgetary allotment, monthly expenditure VS Budgetary Allotment and Expenditure report etc.;

- Conducts other functions as directed by your supervisor.

**The ideal candidate must submit the following materials:**

- 1. A letter addressing key areas of the position and how the candidate's experience and expertise would benefit the University**
- 2. CV**
- 3. Copy of degree(s) and Certificate(s)**
- 4. 3 references, including names, titles and contact numbers**

**Interested applicants should please submit their applications to: [job@tubmanu.edu.lr](mailto:job@tubmanu.edu.lr);  
Or The Human Resource Office W.V.S. Tubman University Harper, Maryland County**