William V. S. Tubman University

Tubman Town, Maryland County
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Job Vacancy Announcement

Position:	Senior Accountant
Status:	Full-time
Duty station:	Harper City, Maryland County
Reports to:	Associate Vice President for Budget and Finance
Minimum qualification:	Masters/MBA in Accounting or Banking and Finance
Date of announcement:	November 4, 2026
Application deadline:	**Open until filled**

Background

William V. S. Tubman University (TU) is a public university and the only university in southeastern Liberia. It offers degree programs in six colleges: Agriculture and Food Science, Education, Health Sciences, Business and Administration, Engineering and Technology, and Arts and Sciences.

To strengthen its operational efficiency, the University is seeking a qualified person to fill the position of Senior Accountant in the Department of Budget and Finance.

Position summary

The Senior Accountant reports to the Associate Vice President for Budget and Finance and oversees budget development, resource allocation, and administrative financial operations in support of the University's operational and research work.

The post directs the management of allocated operational budgets, research funds, staffing resources and capital equipment across the University. The person appointed will monitor financial performance, evaluate program results and give executive leadership data-driven reports to guide strategic decisions, while keeping rigorous internal controls, policy compliance and audit readiness in the Department of Budget and Finance.

Minimum qualifications

- Master's degree or MBA in Accounting or Banking and Finance, or appropriate academic qualifications within the discipline.
- At least five (5) years of successful, documented leadership experience.

Duties and responsibilities

- Manage restricted, unrestricted, and endowment funds according to University, State, and donor regulations.
- Oversee grant accounting (for example, tracking multi-year research grants, federal awards and external sponsorships), with proper revenue recognition and reporting.

- Monitor grant budgets, track cost-sharing obligations, and prepare effort reporting for compliance.
- Maintain the general ledger and oversee the monthly, quarterly, and year-end close processes.
- Prepare financial statements for academic departments, colleges, or central university administration.
- Monitor the reconciliation of complex balance sheet accounts, including tuition revenues, student receivables, gift accounts and endowment returns.
- Review and approve journal entries, purchase orders and expense reimbursements prepared by staff accountants or departmental administrators.
- Work with Deans, Department Heads, Vice Presidents and heads of other departments to build, monitor and adjust departmental and program operational budgets.
- Conduct budget-to-actual variance analyses and identify spending trends, deficits, or unallocated funds.
- Forecast annual revenues (tuition, fees, grants) and operational expenditures (payroll, equipment, administrative costs).
- Support regular internal audits and the annual external audit by meeting scheduled timelines, documentation procedures, and other requirements.
- Adhere strictly to higher education accounting standards (such as GASB for public institutions or FASB for private institutions).
- Maintain internal control procedures that safeguard University assets and prevent financial non-compliance.
- Ensure the reconciliation of student accounts and receivables (tuition payments, housing fees, financial aid disbursements, and scholarships).
- Work with the Scholarship and Financial Aid offices to clear billing discrepancies and manage refunds.
- Track academic payroll allocations, faculty release time, adjunct stipends, and student worker payroll coding.
- Work within higher education ERP systems (such as Banner, Workday, Oracle Financials, or PeopleSoft).
- Provide financial system training and guidance to academic leadership and administrative staff.
- Facilitate training and professional development that builds the financial ability of staff.
- Conduct regular assessment activities as part of the institutional effectiveness process, and use the results to drive continuous improvement of the student experience.

Skills and abilities

Accounting and reporting

- Advanced knowledge of month-end and year-end closing procedures, complex journal entries, trial balance reconciliation, and core financial statements.

- Expertise in applying GAAP (and GASB for public or governmental entities, or FASB for private or corporate entities).
- Mastery of multi-account reconciliations (cash, receivables, payables, intercompany and interdepartmental balances) and of finding the root causes of budget-to-actual variances.

Audit, tax and risk

- Capability to prepare audit workpapers, manage external auditor requests, design internal control frameworks and enforce financial risk management.
- Understanding of institutional tax compliance, payroll tax reporting and state or federal reporting requirements (for example, Form 990 for non-profits or municipal tax filings).

Financial planning and fund management

- Ability to model multi-year revenue projections, track operational spend rates, and support capital expenditure planning.
- Ability to manage restricted and unrestricted funding streams, track grant compliance, monitor cost-sharing, and manage donor-restricted gifts or endowments.

Systems and data

- Proficiency in enterprise financial software such as Workday, SAP, Oracle Financials, NetSuite, or Banner.
- Expert-level skills in Microsoft Excel (pivot tables, complex formulas like XLOOKUP and INDEX/MATCH, data modeling and macro automation) and in BI tools like Tableau or Power BI.
- Capacity to identify inefficiencies in accounting workflows, automate manual entry routines, and modernize financial operations.

Leadership and communication

- Ability to turn complex numerical data into clear, actionable financial insights for non-financial leaders.
- Ability to communicate financial policy, budget limits and compliance needs clearly to deans, managers and project leaders.
- Experience guiding, reviewing and approving the work of Junior or Staff Accountants and Accounts Payable and Accounts Receivable specialists.
- Strict ethical standards, financial confidentiality and precision under tight reporting deadlines.

How to apply

Please submit your resume, copies of your degree(s) and professional certificates, and a cover letter outlining your interest to:

The Assistant Vice President for Human Resources and Compliance
William V. S. Tubman University
Harper City, Maryland County, Liberia
Email: jobs@tubmanu.edu.lr

Only shortlisted candidates will be contacted.