

Job Vacancy Announcement for Accountant

(Open to All, both Male and Female)

AccessBank Liberia Limited, is seeking qualified individuals to fill the position of **Accountant** in the bank.

The Bank is a fully-fledged commercial bank, offering in a transparent, professional and sustainable way appropriate financial services to the general lower and middle income strata of the Liberian population with special focus on micro and small entrepreneurs. AccessBank Liberia provides excellent career opportunities.

Job title: Accountant

Main Responsibilities:

The Accountant is responsible for assisting the Head of Accounting in his work to:

- Prepare monthly, quarterly and yearly financial reports (balance sheet and profit and loss statement, etc), and monthly and quarterly bank returns, and others as may be required.
- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Review all accounting entries passed by the account officers and perform reconciliation of Balance Sheet items.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Implement, modify, and document recordkeeping and accounting systems, making use of current technology.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
- Prepare counterparty reconciliation
- Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts. Prepare quarterly assignments of the accounting assistants for approval
- Assist the Head of Accounting in carrying out the daily operations
- Perform all other ad hoc tasks that may be assigned

Qualifications:

Education: University degree in Accounting or business administration

Experience: 3 years and above in senior level position in Finance

Flexibility and operational readiness

- Thorough and accurate
- Good verbal and written communication skills
- Ability to work against tight deadlines and pressure
- Team work
- Openness to learning new technologies and methodologies
- Must be adaptable and flexible
- Extremely organized and detailed oriented
- Ability to handle multiple tasks simultaneously
- Good knowledge in use of MS Word, Excel and PowerPoint

Interested candidate should please bring their application, as well as CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, the Microfinance Bank, 20th Street, Sinkor Monrovia, Liberia.

Closing date for the vacancy is **Wednesday, February 16, 2018**

Please note that only short-listed candidates will be contacted