



Bomi Community College

Fatorma Compound
Tubmanburg, Bomi County
Liberia, West Africa



VACANCY ANNOUNCEMENT

Job Title	:	Comptroller
Reporting to	:	Vice President for Administration of BCC
Appointment type:	:	Full-time administrative position
Salary	:	Commensurate with education and experience & as per GoL Pay Grade
Duty Station	:	Tubmanburg City, Bomi County, Republic of Liberia
Starting Date	:	As soon as possible
Advertised on	:	November 13, 2024
Deadline	:	November 28, 2024 @ 4:30PM Liberian Time

Background

Bomi Community College (BCC) is a public land-grant government-supported institution of higher learning located in Tubmanburg City, Bomi County. BCC has been operating as the first community-based college initiative in Liberia since August 2005 and accredited by the National Commission of Higher Education in 2009. BCC was subsequently enacted by an Act of Legislature on September 19, 2012 with mandate to administer co-educational institution of teaching, learning and research within the Western Region of Liberia including Bomi, Grand Cape Mount, Gbarpolu and Rural Montserrado Counties. We strive to prioritize people's most urgent needs, empowering lives and promoting quality education and professional development for a large youthful population in the region.

BCC offers Associate of Arts degrees in agriculture, business, education, nursing, criminal justice and certification in TVET with specialization in masonry, plumbing and carpentry. BCC also offers a 'C' Certificate extension program in teacher-training education in Bopolu, Gbarpolu County. All academic programs and TVET are accredited by the National Commission on Higher Education, Liberian Board of Nursing and Midwifery and other relevant authorities in Liberia.

Job Description Summary

Job Description of BCC Comptroller

Summary

As chief accounting and reporting officer, the Financial Comptroller shall assume the overall responsibility for the College's financial reporting functions. S/He will be responsible to establish sound financial management Law and international best practices. S/He will further direct, coordinate and oversee the institution's various financial, accounting and treasury operations. These activities include

financial reporting, budgets preparation, cash management, accounting for fixed assets, project, taxation and other compliance related activities. S/He will also direct and oversee the operations of the Cashier's Office, financial systems management, payroll, restricted accounting, accounts payable, accounts receivable and investments.

Other Duties and Responsibilities

- Establishes and carry out the mission statement of the College's Financial Department; formulates goals and objectives for the department in accordance with the overall missions and vision of the institution
- Oversees the conduct and preparation of internal and external audits
- Establishes college financial policies and transactional standards, ensuring consistency with the college's mission and strategic plans and compliance with Board of Trustee's policies, government's fiscal management laws and regulations. And generally accepted accounting standards
- Work with the Vice President Administration to identify and resolve strategic financial issues with current and or potential impact on the college as an enterprise
- Reviews and analyzes major contractual obligations of the institution
- Reviews all contracts, grants and awards for approval
- Prepares and submit a monthly budget performance report to the Minister of Finance and Development Planning, and Board of Trustees
- Prepares all financial statement according to applicable accounting standards and procedures
- Monitors the execution of annual budgets and financial plans of the college
- Oversees the development of chart of accounts
- Develops and maintains good relationship with banking institutions
- Prepares monthly and quarterly financial statements
- Reviews and approves monthly bank reconciliations
- Directs and supervises the work of junior and senior accountants
- Ensures the payroll is properly prepared on a timely basis and employees are paid as scheduled
- Ensures that all statutory withholdings are transferred to the requisite authority on a timely basis
- Ensures all supplies and service providers are paid on a timely basis
- Ensures the regular maintenance of a fixed assets registry
- Prepares the financial policies and procedural manual for the Finance Department and ensures that it is in compliance with the Public Financial Management Law and Regulations
- Participates with the President and other senior officers in institutional planning, policy development, and problem resolution
- Perform any other duties as may be required

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

- Good moral character, integrity and the ability to work in a fast-paced and multi-tasking environment
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community

- Knowledge and understand of the mission, goals, organization, and operational/financial infrastructure of a public college
- Comprehensive financial management skills gained in a large multifaceted public institution
- Strategic planning, organizational planning, structuring and staffing skills
- Ability to review and assess the operational and financial viability of new and existing contract arrangements and grant proposals
- Ability to foster a cooperative work environment
- Knowledge of fixed assets and funds management principles, methods, and techniques
- Strong analytical, critical thinking and decision-making skills
- Strong computer skills with advanced knowledge of financial and accounting applications, Microsoft Word, Excel, PowerPoint, and Access or other database software

EDUCATION AND OTHER JOB REQUIREMENTS

- Bachelor's degree in accounting, finance, business administration, management, and information technology are required; at least 5 years of experience directly related to the duties and responsibilities specified
- Master's degree with practical experience is a plus
- Certified Public Accountant (CPA) certification is preferable

Females are encouraged to apply!

The application must be written in English language. Interested individuals are invited to submit a cover letter expressing their interest, qualifications and relevant work experiences as it pertains to the specific requirements, responsibilities and preferences of the Comptroller position. Each applicant is hereby requested to submit a current resume or curriculum vitae along with copies of official credentials and all degrees earned, the names, phone numbers and e-mail addresses of three professional references.

Review of relevant documents will begin with immediate effect and will continue until the selected candidates are interviewed and position is filled. Only short-listed applicants will be contacted.

All application materials can be submitted electronically to bcc.hr22@gmail.com and cc: zbnorman@gmail.com no later than the aforementioned deadline above. Kindly put "**Application for Comptroller**" in subject.

Alternatively, you can place your application materials in a sealed envelope and delivered to: **Human Resource Director, Bomi Community College, Fatorma Compound, Tubmanburg City, Bomi County, Republic of Liberia.**

BCC reserves the right to accept or reject any or all applications without any reason whatsoever.

No phone calls will be accepted.

