



# Liberian National Bar Association

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## **VACANCY ANNOUNCEMENT**

### **Job Title: Account Clerk/Cashier**

Reports To: LNBA Administrative Finance Officer (AFO)

Duty Station: Monrovia

Deadline: January 28, 2026

### **BACKGROUND:**

An. Act of the Legislature established the Liberian National Bar Association (LNBA) as a not-for-profit organization with a mandate to promote access to justice and strengthen the justice system in the Republic of Liberia through appropriate programs and activities. The LNBA is seeking applications from qualified Liberians to fill the Account Clerk/Cashier vacancy in the Secretariat

### **POSITION RESPONSIBILITIES & EXPECTATIONS:**

Under the day-to-day supervision of the Administrative Finance Officer (AFO) and the overall supervision of the Executive Director (ED), the Account Clerk/Cashier will have internal and external facing responsibilities in contributing to the LNBA's overall goal. The Account Clerk/Cashier will work closely with the Legal Aid Program, LNBA members, Staff, and attending lawyers to ensure that the LNBA's goals and objectives are achieved.

### **DUTIES AND RESPONSIBILITIES:**

- Assist in implementing LNBA annual and strategic work plans, including resource mobilization efforts;
- Collect and issue receipts for all incoming funds to the LNBA;
- Manage petty cash and request replenishment;
- Assist in implementing administrative and financial policies and procedures, as well as in the coordination and preparation of the LNBA annual budget;
- Assist in implementing LNBA Assemblies & Conventions as may be delegated by the Executive Director of the LNBA;
- Assist in reconciling relevant liabilities accounts and write up cash and bank vouchers;
- Issue receipts, cheques for all accounts due, reconcile the fund accounts receivable, compile source documents, and prepare journal summaries;
- Develop an appropriate file management system for the storage and maintenance of administrative and financial records;
- Develop and maintain an Information Management System of LNBA partners, visitors, workshops, assemblies, conventions, and all other back-office and front service functions;

- Perform other duties as may be required.

**Major Deliverables-** Key deliverables to be achieved by the incumbent are as follow:

- Monthly calendar of activities
- Assist with drafting the monthly narrative and financial reports
- Processed supporting documents of all financial transactions
- Complete copies of financial, administrative, and systems, such as the utilized file management system, general ledger/accounting system, etc.

## **PROFESSIONAL QUALIFICATION AND COMPETENCE**

- **Education**

The Account Clerk/Cashier must hold an undergraduate degree in management, accountancy, or a related field.

- **Experience**

The incumbent must have at least 3 years of experience as an accountant in a highly competitive professional environment.

- **Skills and Special Qualities**

Key desired skills and qualities the Account Clerk/Cashier must have: a) pays attention to details and is meticulous; b) has practical social/interpersonal skills; c) has strong oral and written communications skills, especially in reporting, writing, and oral presentation; and d) has effective planning, organization, and implementation capabilities. E) computer literate, experience in excel and MS word

- **Application Process**

Interested candidates should send a cover letter and curriculum vitae (CV) with the job title in the subject line of the email – Account Clerk/Cashier to: [office@lnba.org.lr](mailto:office@lnba.org.lr) no later than January 28, 2026. All applications will be reviewed and evaluated by the LNBA and partner, and only applicants selected for a personal interview will be contacted by the LNBA Secretariat. No phone calls or inquiries about the position will be accepted.

LNBA is an equal opportunity employer; female candidates are highly encouraged to apply.