



## **Liberia Revenue Authority Job Vacancy Announcement**

**Employment Type: Full-time**

**Job Title: Reconciliation Officer, National Revenue Accounting & Reporting Section**

**Job Grade: P-2**

**Annual Gross Salary: USD 11,475.00**

**Duty Station: Monrovia, Liberia**

**Department: Technical Affairs**

### **Organizational Background:**

Established in 2013, the Liberia Revenue Authority is in charge of administering and enforcing the revenue laws for the purpose of assessing, collecting, auditing and accounting for all national revenues and to facilitate legitimate international trade and customs border management-enforcement. In addition, the LRA shall facilitate legitimate trade, customs clearance through the borders and social protection through policies and procedures that promote efficiency simplify and enhance taxpayer compliance.

### **Position Overall Objective:**

The Junior Reconciliation Officer is responsible to ensure that all COG revenues are collected and accounted for.

### **Main Responsibilities and Tasks:**

1. Responsible for the implementation of the strategy goals and policies of the section.
2. Responsible for the implementation of NRARS activities in the Section.
3. Responsible for overseeing the resources of the Section

#### **R1: Responsible for supervising the implementation of the strategy goals and policies of the section.**

1. Participate in the implementation of the goals of the National Revenue Accounting & Reporting Section business plan as it relates to the section
2. Assist in developing and implementing a risk-based operational plan for the section to be incorporated into the Deputy Commissioner for Technical Affairs (DCGTA) overall annual plan.
3. Carryout daily reconsolidation of the revenue ban accounts and reports the results of the process

#### **R2: Responsible for the implementation of NRARS activities in the Section.**

1. Assist in the preparation of the Section’s reports to be incorporated in the DCGTA’s overall reports
2. Carryout daily reconciliation of tax administration systems to the daily revenue collections in the central bank of Liberia and transitory banks and report on results of the process
3. Perform reconciliation of rural and treasury receipts supplied to collectors and banks, receipts issued to taxpayers, and receipts outstanding.

**R3: Responsible for filing, safekeeping of records, and general upkeep of office.**

1. Make copies and file documents in accordance with filing convention of the section.
2. Keep and up-to-date inventory of the office equipment, furniture and materials.
3. Supervise the general upkeep of the office.
4. Participate and conduct weekly or monthly meetings with staff and other team members

**Qualifications Requirements:**

- Bachelor’s degree in Taxation, Business Administration, Accounting, or related field
- At least five 5 years of relevant experience

**Evaluation Rubric:**

| No. | Criteria   | Points     |
|-----|--|------------|
| 1   | <b>Education and Certification</b> <ul style="list-style-type: none"> <li>• Bachelor's degree in Business Administration, Accounting, or related field</li> <li>• Professional certification in related field.</li> </ul>  | 10         |
| 2   | <b>Skills and Knowledge:</b> <ul style="list-style-type: none"> <li>• strong understanding of regulatory requirements and compliance frameworks</li> <li>• excellent analytical and problem-solving skills</li> </ul>  | 20         |
| 3   | <b>Ethical Conduct and Integrity:</b> <ul style="list-style-type: none"> <li>• Adherence to ethical standards and professional codes of conduct.</li> <li>• Integrity in handling financial transactions, data, and sensitive information</li> <li>• Commitment to maintaining confidentiality and protecting the organization’s financial interests.</li> </ul> | 25         |
| 4   | <b>Communication and Interpersonal Skills:</b> <ul style="list-style-type: none"> <li>• Effective communication and interpersonal abilities.</li> </ul>  | 15         |
| 5   | <b>Interview Performance</b> <ul style="list-style-type: none"> <li>• Ability to articulate knowledge and experience effectively during the interview</li> </ul>   | 15         |
| 6   | <b>Experience:</b> <ul style="list-style-type: none"> <li>• Five (5) years of relevant experience</li> </ul>   | 15         |
|     | <b>Total</b>   | <b>100</b> |

**How to apply:**

To apply for this position, kindly follow the link below:

<https://shorturl.at/hGOYZ>

Only shortlisted candidates selected will be contacted

**Deadline for application: June 3, 2024.**

**Note: Qualified female candidates and persons with disability are highly encouraged to apply.**