



Liberia Revenue Authority (LRA) JOB VACANCY

Job Title: Supervisor, Customs Reconciliation, National Revenue Accounting & Reporting Section

Employment Type: Full-time

Job Grade: P-4

Annual Salary: USD \$20,160.00

Duty Station: Monrovia, Liberia

Department: Domestic Tax

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 Supervisor, NRARS is responsible to contribute to the provision of Revenue Accounting & Reporting support services to the Authority

Main Responsibilities and Task:

1. Responsible to assist in supervising the formulation and implementation of the Authority's National Revenue Accounting & Reporting strategy and policies.
2. Responsible for supervising the operations of the Customs Reconciliation Section
3. Responsible for the professional and career development of staff supervised

R1: Responsible to assist in supervising the formulation and implementation of the Authority's National Revenue Accounting & Reporting strategy and policies.

1. Supervise the reconciliation of receipts from Customs Business offices.
2. Supervise the development /review of the Revenue Accounting Reporting policies and strategies as it relates to Customs Business Offices.
3. Supervise the development and maintenance of a safe and secure NRARS

R2: Responsible for supervising the operations of the Customs Reconciliation section.

1. Coordinate NRARS plan for the section to be incorporated into.

2. Supervise Revenue Accounting activities on Customs Reconciliation team, including overseeing the credit, billing and collection function.
3. Provide necessary revenue recognition inputs to the LRA as it relates to Customs reconciliation so that revenue forecast reflects any required adjustments.
4. Serve as main point of contact for revenue inquires during financial statement audits in the section.

R3: Responsible for the professional and career development of staff supervised.

1. Develop performance plans with set targets, provide regular feedback and conduct annual performance appraisals on staff supervised
2. Develop and implement career development plan for staff supervised.
3. Ensure adherence to LRA Act, Human Resource policies and procedures, Professional Ethics and Code of Conduct and all other related documents.
4. Manage staff performance and conduct in the work place and serve as mentor and or coach

Qualifications requirements:

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

Evaluation Rubric:

No.	Criteria	Points
1	<p>Education and Certification:</p> <ul style="list-style-type: none"> • Bachelor's degree in Business Administration, Accounting, or related field • Professional certification in related field. 	10
2	<p>Technical Competence/Knowledge:</p> <ul style="list-style-type: none"> • strong understanding of regulatory requirements and compliance frameworks • excellent analytical and problem-solving skills • Demonstrates a strong understanding of auditing principles, standards (e.g., Generally Accepted Auditing Standards - GAAS), and relevant regulations. • Applies appropriate audit methodologies and techniques. • Exhibits proficiency in using audit tools and software effectively. 	20
3	<p>Ethical Conduct and Integrity:</p> <ul style="list-style-type: none"> • Adherence to ethical standards and professional codes of conduct. • Integrity in handling financial transactions, data, and sensitive information • Commitment to maintaining confidentiality and protecting the organization’s financial interests. 	25

4	Communication and Interpersonal Skills: <ul style="list-style-type: none"> • Effective communication and interpersonal abilities. • 	15
5	Interview Performance <ul style="list-style-type: none"> • Ability to articulate knowledge and experience effectively during the interview 	15
6	Experience: <ul style="list-style-type: none"> • Five (5) years of relevant experience 	15
	Total	100

How to apply:

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

<https://shorturl.at/dgkmr>

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.