



CENTRAL BANK OF LIBERIA



VACANCY ANNOUNCEMENT

The Central Bank of Liberia (CBL) invites applications from competent and experienced individuals for the below listed positions.

1. Junior Accountant

Job Summary:

The Junior Accountant is to assist the Accountant prepare all necessary documents for cash shipment and will assist team members achieve the overall objectives of the department.

Duties & Responsibilities:

- Ensures that paid checks, mutilated banknotes and expense tickets are retrieved from the permanent payment centers for accounts to be updated at head office;
- Ensures that cash is arranged according to flight schedules per county;
- Ensures that all permanent payment center transactions are processed correctly;
- Ensures that there are enough stationeries and supplies at permanent payment centers at all times;
- Inspects all payment center facilities quarterly for maintenance and other purposes;
- Delivers cash and other supplies to the centers;
- Reports to the Accountant on rural banking directly on a daily basis for supervision;
- Performs other duties/functions as requested by senior staffs of Banking Department.

Education:

Bachelor's Degree in Accounting, Business, or a related field, with one (1) year or more working experience in the banking sector.

Necessary Knowledge, Skills and Abilities

1. Advanced knowledge in Microsoft Excel, Word, Access, and PowerPoint.
2. Ability to communicate effectively verbally and in writing; establish and maintain effective working relationship with employees and the public; apply general principles effectively to specific conditions.
3. Presentation and organizational skills.

2. Junior Analyst

Job Summary:

The Revenue Analyst is responsible to reconcile all Government of Liberia revenue and expenditure in a timely manner.

Duties & Responsibilities

- Collects CBL's copies of the processed GOL revenue receipts from tellers returning from the various revenue collection annexes on a daily basis;
- Tabulates and runs each batch of receipts to compare the amount reported by each teller;
- Assists in printing daily revenue report from the E-Banking statement to verify the day's collection against collection reports emanating from LRA and MFDP for proper accountability;
- Processes reversal entry to correct erroneous transaction, based on authorization from LRA and CBL;
- Performs other tasks as may be instructed.

Education:

Bachelor's Degree in Accounting, Business, or a related field, with one (1) year or more working experience in handling data collection.

Necessary Knowledge, Skills and Abilities

1. Advanced knowledge in Microsoft Excel, Word, Access, and PowerPoint
2. Ability to communicate effectively verbally and in writing; establish and maintain effective working relationship with employees and the public; apply general principles effectively to specific conditions.
3. Presentation and organizational skills.

3. Teller Supervisor

Job Summary:

The teller will perform check encashment, sorting and compiling of bank notes.

Duties & Responsibilities

- Supervises all tellers;
- Receives cash from the vault with consent and through the cash officer;
- Distributes cash to tellers on a daily basis;
- Receives cash from tellers at the end of each workday, verify same, and sent it to vault with consent of the cash officer;
- Responsible to verify and scan all approved signature cards to the BM+;
- Ensures that all transactions for workday are completed and then call for the End-of Day utility;
- Verifies and signs all tellers proof sheet;
- Rotates tellers on a monthly basic;
- Immediately reports all teller overages and shortages;
- Ensures that all tellers prepare a balanced proof sheet at the close of the day;
- Ensures that tellers who do not proof their work are not allowed in the cage until their work for the day is proofed;
- Performs any other job-related assignments as may be assigned by supervisor.

Education:

Bachelor's Degree in Accounting, Business, or a related field, with one (1) year or more working experience in sorting or compiling of bank notes.

Necessary Knowledge, Skills and Abilities

1. Advanced knowledge in Microsoft Excel, Word, Access, and PowerPoint.
2. Ability to communicate effectively verbally and in writing; establish and maintain effective working relationship with employees and the public.
3. Presentation and organizational skills.

Application Requirements:

Only electronic application will be considered. Cover letter and resume/CVs should be addressed to the Director of Human Resources management Department, Central Bank of Liberia and sent to cbjobs@cbl.org.lr. Applicants must attach copies of academic credentials.

The deadline for all applications is April 12, 2018 no later than 4:00pm. Only short-listed candidates will be contacted for interview.