



VACANCY

Vacancy # 09/17-18
October 31, 2017

The Liberia Revenue Authority (LRA) was established by an Act of Legislature in September 2013 for the purposes of assessing and collecting national revenues as specified in the Revenue Code of Liberia and other related laws. The LRA is involved with administering, accounting, auditing, enforcing revenue collection laws and regulations by engaging and educating taxpayers to facilitate tax and customs compliance.

The LRA now seeks to recruit competent, hardworking, and committed Liberians with integrity for the below positions:

Cashier (5 Vacancies)

The five vacant positions will be respectively occupied in the following locations, where the applicant must be residing. All recruitments will be done in each of the below listed locations.

1. Yealla, Lofa County (1)
2. Jorwah, Bong County (1)
3. Mendercorma/Lofa County (1)
4. Toe Town/Grand Gedeh County (1)
5. Harper/Maryland County (1)

Applicants will be selected through a highly competitive evaluation process. Details of the ToR, requirements and application procedures can be obtained at:

- www.lra.gov.lr
- **At the LRA Offices in these locations**
- **At public buildings including Town Halls at these locations**

Interested applicants are advised to deliver their applications, including updated resumes, to the LRA offices in their respective areas of application. Electronic applications, with the subject line indicating the position and location of application (for example: Cashier - Jorwah) should be sent to: hrjobs@lra.gov.lr. The LRA strongly encourages qualified females to apply.

Kindly attention your application to:
Assistant Commissioner Human Resources
Human Resource Division, Liberia Revenue Authority

The deadline for application is on or before Tuesday, November 21, 2017 at 5:00 pm.

Signed:
D. Kaihenneh Sengbeh
Manager - Communications, Media & Public Affairs



Job Title – Grade:	Cashier, P1
Department-Unit-Section:	Budget & Finance Division
Reports to:	Senior Cashier, Budget & Finance Division
Supervises:	None
Overall Objectives:	To contribute to ensure that receipts of the LRA and for disbursements of all payments to staff, vendors and service providers are done effectively and efficiently.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible to check daily cash accounts. 2. Responsible to manage receipts, scratch cards & coupons. 3. Responsible to receive payment by cash and checks and issue receipts, resolve vendors complaints regarding payments outstanding with the LRA.
Main Tasks:	<p>R1: Responsible to check daily cash accounts:</p> <ol style="list-style-type: none"> 1. Prepare accounting reports and perform other light bookkeeping activities 2. Take vendors inquiries regarding payments and follow up to ensure that vendors are paid. 3. Report and sort irregular transactions <p>R2: Responsible to manage receipts, scratch cards & coupons:</p> <ol style="list-style-type: none"> 1. Generate cash and transaction reports 2. Create a log of all payments checks received for disbursement 3. Create log (report) of all disbursed payments sent to filing clerk for filing. <p>R3: responsible to receive payment by cash and checks and issue receipts, resolve vendors complaints regarding payments outstanding with the LRA :</p> <ol style="list-style-type: none"> 1. Write checks for all payments to be made by the LRA. 2. Manage petty cash, ensure adherence to petty cash policy.



	3. Perform any other duties assigned from time to time by the head of the division			
Competencies:	Title of Competency	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & procedures	1		
	Tax Legislations & procedures	1		
	LRA Core Function Knowledge	2		
	PFM Laws & Regulations	3		
	Revenue Accounting	3		
	Financial Management	3		
	Document Management	3		
	Analytical Skills	2		
	Work Planning	3		
	IT Fundamentals	3		
	Communication (Oral/Written)	2		
Report Writing	3			
Qualifications:	A bachelor's degree in Accounting or its equivalent.			
Work Environment/ Conditions:	Office work, Intellectual Effort; Periodic Travel; possibility of working beyond normal work hours, and may be called upon to perform other duties as required.			
Approval Date:	April 1, 2017			



LRA
LIBERIA REVENUE AUTHORITY