



YOUNG MEN'S CHRISTIAN ASSOCIATION OF LIBERIA

126 Crown Hill, Broad Street

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ADVERT FOR THE POST OF ACCOUNTANT

Position Title: Accountant
Employer: Montserrat County YMCA Branch
Type of Contract: Service Contract Employment
Duty Station: Monrovia
Reports To: County Coordinator

Post Duration: 1 year, but renewable based on satisfactory performance and availability of funds.

Supervisor: County Coordinator, Montserrat County YMCA Branch

Hours: Full Time (100% of time required)

Annual Salary: Based on experience and qualification for the assigned task

1.0 Background and Operational Context:

The Young Men's Christian Association (YMCA) is a nonprofit organization that has been in existence since 1881. YMCA programs are mainly geared towards developing young people in the areas of spirit, mind and body. To this target, the YMCA implements programs of youth leadership development, peace building and civic education, health promotion, livelihoods, entrepreneurship training, education and life skills, among others.

1.1 Position Purpose

The YMCA is seeking to recruit a competent and qualified Accountant who will report directly to the County Coordinator on the entire financial aspects of the branch. He/She will provide thorough leadership and strategic advice to the board from time to time on all activities of the branch, manage the operational efficiency of the branch, manage the team and guide program implementation. The County Coordinator is also expected to provide quarterly reports on all activities and provide strong oversight on all financial activities with fund-raising implication.

1.3 Job Description:

Under the supervision of the County Coordinator, the Accountant is accountable for monitoring the progress of projects, programs, school (s), the gymnasium, etc. and keeping track of all accounts of the branch, etc.

1.4 Main Responsibilities of the Accountant shall include the following:

- Prepare checks
- Prepare monthly payrolls
- Conduct all bank transactions
- Journalize and post all financial transactions of the branch
- Maintain separate bank accounts and general ledgers for all operations of the branch
- Reconcile all monthly bank statements
- Preparation of monthly budget tracking
- Submit regular (weekly, monthly, annually) reports
- Keep up to date the outstanding advances box files
- Maintain financial file and records
- Provide oversight monitoring of the schools' finances regularly
- Ensure that all vouchers are properly filed after payment is made
- Receive clearance supporting documents from advances holders

- Keep up to date the advances ledgers
- Close out project accounts (where applicable) upon project completion
- Ensure to carry out other related assigned responsibilities

2.0 Qualifications and Requirements:

- Bachelor's degree or post-secondary degree with a minimum of 2 years' experience in project management, especially in complex environments
- Experience supervising staff
- Experience working with community-based organizations, elders, youth, private sector entities, and other local entities.
- Ability to verbally communicate in an engaging manner and write clearly and concisely
- Ability to build effective relationships with all clients, peers, and stakeholders
- Experience as an engaging and effective trainer
- Proactive and creative, get the job done spirit;
- Ability to work hands-on, independently, and within team under pressure and in difficult work environment
- Excellent written English and ability to write reports
- Willingness to frequently travel to other areas where applicable to carry out specific assignments

Application Details:

All Applicants should address their application letters inclusive of copy of CV and photocopy of all current and relevant supporting credentials to:

**The YMCA Recruitment Committee
C/O The Human Resource Officer
YMCA of Liberia
126 Broad Street, Crown Hill
Monrovia**

All applicants should include their cell numbers in their application letter as well as **three (3) references** and their contact phone numbers and email addresses in their application letter. Please make sure that the contact information provided is accurate. Applications can also be sent by email to application@ymca.org.lr

THE DEADLINE FOR SUBMISSION OF APPLICATIONS IS June 27, 2023