



# REPUBLIC OF LIBERIA

## LIBERIA SPECIAL ECONOMIC ZONES AUTHORITY (LSEZA)

Old Road VP Road  
Monrovia Liberia



### VACANCY ANNOUNCEMENT: ACCOUNTANT

The Liberia Special Economic Zone Authority (LSEZA) is mandated to promote, regulate, and develop Special Economic Zones (SEZs) in Liberia. SEZs are designated areas with specific economic regulations that differ from or are more favorable than those elsewhere in the country.

Against this background, the Liberia Special Economic Zones Authority (LSEZA) is seeking applications from qualified individuals for the position of **Accountant** who will be responsible to perform a variety of professional level accounting duties involving preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports.

#### DUTIES AND RESPONSIBILITIES

The Accountant will be responsible for :

- Preparing Accounting and Expenditure initiation forms for the release of funds.
- Making follow up on release at Ministry of Finance and Development Planning.
- Preparing vouchers and making follow-up for the processing and collection of institution's vouchers.
- Keeping proper records of all payments for supplies, vendors and purchases.
- Providing banking records and assisting in the preparation of monthly, quarterly and annual estimates.
- Preparing salary vouchers monthly, and other payment for the Authority.
- Preparing accounting and expenditure initiation forms for the release of funds.
- Providing assistance in the development of the annual Authority's budget.

#### QUALIFICATIONS

- A minimum period of five (5) years relevant work experience.
- Bachelor's degree in accounting, Business Administration, Economics or related fields.
- Proficiency in computer applications.
- Demonstrated results in work performance.
- Ability to write and communicate clearly and logically.
- Excellent spoken and written English.

#### KNOWLEDGE AND SKILLS:

- Sound decision-making and problem-solving skills
- Excellent working knowledge in soft skills (Microsoft Word, Excel, Power Point, Access).
- Excellent working knowledge of Financial Management Systems such as quick books, tally etc.
- Must be a self-starter with excellent teamwork skills.
- Sound judgment,
- Excellent analytical skills
- Strong networking and interpersonal skills
- Ability to plan, organize and coordinate work and to cope with a demanding workload.

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- Excellent oral and written communication skills

## **HOW TO APPLY**

Complete application package must be submitted no later than April 28th, 2025 at 5:00 p.m. and shall include the following:

1. A one or two page typed application letter summarizing why you believe you are the most qualified for the position;
2. A complete curriculum vitae which will include the names and contact details, three references that can attest to your professional qualification, character, integrity and/or work experience;
3. Documentations i.e., copies of degrees and certificates that address the minimum requirements of the position

All applications must be sent via soft or hard copy and addressed to:

**The Manager, Human Resources & Administration**

**Liberia Special Economic Zones Authority**

**VP Road, Old Road**

**Monrovia, Liberia**

**Or by Email: [hr@liberiaseza.gov.lr](mailto:hr@liberiaseza.gov.lr) with the job title as Subject**