



VACANCY: ACCOUNTANT



YMCA POLYTECHNIC COLLEGE (Y-TECH)

TVET & Professional Certificate and Diploma Granting Program

Introduction: Join Our Mission to Transform Education in Liberia

YMCA Liberia is a nationally recognized, non-governmental organization dedicated to youth development, community empowerment, and social justice. With a rich history of service in Liberia, YMCA operates through a network of local branches, delivering impactful programs in education, health, peacebuilding, and livelihood development. Our commitment is to empower young people and communities to realize their full potential, fostering a culture of resilience, leadership, and civic responsibility.

The **YMCA Polytechnic College (Y-Tech)**, a key component of our educational mission, is preparing for the upcoming **Cycle 41** and is seeking a qualified, experienced, and responsible **Accountant** to join its team. This is a critical role that ensures the financial integrity and sustainability of our TVET and Professional Certificate and Diploma programs.

About the Role: Accountant

As the Accountant at Y-Tech, you will be responsible for maintaining the financial health and transparency of the College. You will manage day-to-day financial operations, ensure compliance with organizational policies, and provide management with the accurate financial data needed for strategic decision-making. Your work will directly support the College's mission to provide practical skills, professional training, and better opportunities for Liberian youth.

Key Responsibilities

Financial Management & Record Keeping

- Maintain accurate and up-to-date financial records for the College.
- Prepare financial reports, statements, and related documentation in a timely manner.
- Monitor income, expenditures, payments, and all financial transactions.
- Reconcile accounts and maintain proper accounting documentation and filing systems.

Budgeting & Financial Planning

- Support the budgeting process, financial planning, and implementation of financial controls.
- Assist management with financial analysis and data-driven decision-making.

Compliance & Best Practices

- Ensure compliance with established financial policies, procedures, and regulatory requirements.
- Uphold the highest standards of financial integrity and accountability.

General Duties

- Perform other accounting duties as assigned by management.
- Collaborate with other departments to ensure smooth financial operations.

Qualifications and Requirements

Education & Experience

- Bachelor's degree or relevant professional qualification in Accounting, Finance, or a related field from an accredited institution.
- Proven experience in accounting or financial management.
- Strong knowledge of bookkeeping principles and financial reporting.

Technical Competencies

- Proficiency in Microsoft Excel and accounting software.
- Excellent organizational and analytical skills.
- Strong attention to detail and accuracy in financial record-keeping.
- Ability to prepare clear and accurate financial reports.

Personal Qualities & Skills

- High level of integrity, confidentiality, accuracy, and professionalism.

- Strong analytical and problem-solving skills.
- Ability to work independently with minimal supervision and as part of a team.
- Excellent time management skills with the ability to meet deadlines.
- Commitment to YMCA's values of integrity, service, accountability, and respect.

Why Join YMCA Polytechnic College?

- **Impactful Work:** Contribute directly to the financial sustainability of a program that is building a skilled workforce for Liberia.
- **Professional Growth:** Join a dynamic and supportive educational environment.
- **Community:** Be part of a respected, faith-based organization with a long-standing commitment to Liberia's development.

How to Apply

Interested and qualified candidates should submit their application for consideration.

Application Requirements:

1. A current **CV/Resume**.
2. Copies of relevant **academic and professional certificates**.
3. A brief **application letter** detailing your qualifications and interest in the position.

Submission Details:

Please send your complete application to:

The Human Resources Manager

YMCA Liberia

Via email to: applications@ymca.org.lr

Note: Applications must clearly indicate the subject line: "**Accountant - YMCA Polytechnic College**"

📍 Location: YMCA House, Box 126 Crown Hill, Broad Street, Monrovia, Liberia

✉ Email: applications@ymca.org.lr

YMCA POLYTECHNIC COLLEGE

Practical Skills. Professional Training. Better Opportunities.