

Notice of Position Opening
External/Internal
Full Time

Title: Senior Accountant
Posting Number: S-061
Posting Date: November 7, 2025
Reporting to: Finance Manager
Grade Level S3

Application will be accepted up to November 22, 2025

Firestone Liberia is seeking a dynamic and experienced Senior Accountant to join its Treasury and Finance team. The ideal candidate will play a critical role in overseeing cash operations, ensuring financial accuracy, and supporting internal controls.

Responsibilities:

- Monitor and manage Central Office Cashier's cash balances to ensure optimal cash flow and liquidity
- Review and approve cash and bank-related journal entries prepared by: Senior Accountant Assistant, Junior Accountant, Central Office Cashier & Bookkeeper
- Proof-check daily Cash Disbursement Vouchers (CDVs) prepared by the Bookkeeper to validate payment accuracy and compliance
- Ensure timely submission of scanned check distribution listings to partner banks for processing and recordkeeping
- Support broader Treasury functions and collaborate with internal teams to maintain financial integrity and operational efficiency
- Analyze weekly company expenses and forecast cash requirements
- Prepare wire request forms to meet weekly cash needs
- Interface Ecobank Main and Ecobank Purchase account transactions with the General Ledger
- Compile and submit ad hoc reports and financial data in response to internal and external requests
- Conduct monthly cash counts and prepare vouchers for payroll cash received
- Track and reconcile usage of monthly scratch cards (Lonestar & Orange)
- Perform FX exchange rate variance analysis for Main Safe and Hospital accounts
- Review and approve bank and non-bank reconciliations prepared by accounting staff
- Consolidate monthly bank reconciliations and submit to BSAM Treasury at head office
- Collaborate with banks to investigate and resolve reconciliation discrepancies
- Analyze exchange rates used in accounting transactions and communicate findings to petty cash location heads
- Reconcile various FSLB bank accounts and related General Ledger accounts, including Cash Disbursement Voucher Payable, Stale Dated Cash Disbursement Voucher
- Supervise and support daily activities of finance team members
- Execute additional cash/bank and finance department functions as assigned by the Manager or Lead Senior Accountant
- Coordinate the compilation of Treasury Department documents (both hard and soft copies) for internal and external audits

Minimum Requirements:

Bachelor's degree (BBA or BSc) in accounting or a related field.

Minimum Experience:

Bachelor's degree in business administration/finance/management, with minimum of 3 years of professional experience in accounting or finance.



Firestone

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Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Excel.
- Strong attention to detail and accuracy.
- Ability to work independently and collaboratively within a team.
- Solid understanding of accounting principles and financial reporting.

Additional Qualities Require – Honesty, Team Player, Ability to work under pressure, Reliable/trustworthy, Result-oriented, and Problem-solving skills, Respect of deadlines, Anticipation & Proactive Communication.

Send resume (max. 3 pages) to: FSLBHR@bfusa.com

Human Resources Department

Firestone Liberia LLC.

Please reference this posting number on all documents: S-061

11/07/28