



## JOB VACANCY

**Position Title: Finance Officer**

**Duty Station: Nimba County**

**Reports To: Senior Program Accountant**

**Contract Duration: April – December 2025**

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### **MISSION STATEMENT**

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

### **JOB SUMMARY**

This position works within the Samaritan's Purse Finance department to ensure responsible and accurate accounting of all income and expenditures at the Nimba Office level.

### **DETAILED RESPONSIBILITIES AND TASKS**

- Maintain detailed and accurate records of all financial transactions for the Nimba Office in an organized and up-to-date manner.
- Sync all transactions including cash advances and ledger expenses on field connect (accounting software).
- Provide required monthly financial reports by specified deadlines to the Finance Manager.
- Comply with all donor and SP financial policies and regulations.
- Ensure adequate funds are on hand for all projects.
- Provide Financial support the program team and provide training as needed.
- Assist the finance team in Monrovia in the management of SP resources and Assets.
- Disburse and record all Cash Advances to employees.
- Process and package Cash Request after assuring proper authorization and documentation for expenses.
- Perform daily functions including recording all cash transactions, monitoring advances of cash, and reconciling cash on hand.
- Keep accurate electronic record of all income and expenditures (including receipting).
- Maintain safety, organization and accounting for cash on hand office.



- Reconciling Nimba Office ledgers manually to be presented to the Finance Manager.
- Distribute monthly staff payroll
- Assist with the scanning and filing of financial documentation.
- Provide support to programs staff by traveling to field locations when needed.
- Other duties as assigned.

#### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in accounting or finance.
- Three years working experience with an international NGO, business or government.
- Experience to handle petty cash
- Organized, disciplined, and detail oriented.
- Competency in Microsoft Excel.

**How to apply:** Interested applicants should send CVs and cover letter to Samaritan's Purse Office ELWA Compound, Monrovia: HR Manager alternatively, by email to: [SPLiberiaHR@samaritan.org](mailto:SPLiberiaHR@samaritan.org) Deadline for submission of all applications is Friday, April 4, 2025 at 4:00pm. Only short-listed applicants will be contacted.