

**Office of the Human Resource Manager****National Transit Authority (NTA) – Vacancies Announcement**

Hiring Entity:	National Transit Authority (NTA)
Location:	Across NTA Functional Regions, Liberia
Job Title:	Cashier
Posted On:	July 23, 2025
Application Deadline	August 2, 2025
Employment	Contract
Salary Type	Negotiable

Position Summary

Cashier

Department: Finance

Reports To: Cashier Supervisor

Manage financial transactions related to transit services, including fare collection and service payments, in accordance with NTA policies.

Key Duties

- Receive daily bus intake and promptly document same using cash count and daily Income analysis forms
- Do bank deposits and be able to use a money counter
- Maintain a system of tracking on all waybills from conductors
- Process and disburse daily cash intake records to top management
- Calculate and track shortages and overages
- Perform end of day reconciliation of all cashiers using waybill
- Maintain a daily data record for all conductors
- Communicate with staff (conductor) on shortages
- Update the comptroller on each day activities
- Submit monthly reports to the Cashier Supervisor
- Perform any other duties assign by the management

Qualifications

- High School Graduate or professional course in accountant
- Must have at least two years of working experience as a book keeper or a cashier
- Must be computer literate using Microsoft word and Excel
- Must have respect for diversity
- Clean Police Record

Application Instructions

Submit the following:

- Application Letter & Updated CV
- Attached all Credentials
- Three professional references (with emails and phone numbers)
- Clearly indicate position title in the subject line

Email to: kvarmah@nta.com.lr/ magbollah2013@nta.com.lr Or submit hard copies to: Human Resources Department – NTA Office, Japan Freeway, Gardnersville

NTA is an Equal Opportunity Employer – Females are encouraged to apply

Submission Deadline is 5:00pm, August 2, 2025. Only short-listed candidates will be contacted.