



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-214-25
OPENING DATE: 11/4/2025
CLOSING DATE: 11/18/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/08/2025

Position Title:	Accountant	
Grade and Salary (P/L):	Grade: 14/1-14/3	Salary: \$31,000.00-\$35,000.00 p.a.
Ministry and Division:	Ministry of Public Works, Infrastructure & Utilities	PMU
Location:	Majuro	
Reports to:	PMU Manager and Contract/ Planning Specialist	

JOB PURPOSE: Manage all PMU accounting and financial transactions.

KEY RESPONSIBILITIES:

1. Budget Management & Financial Oversight
2. Financial Reporting
3. Auditing & Compliance
4. Accounts Reconciliation
5. Vendor & Contractor Payments
6. Financial Closings

MAIN DUTIES AND OUTCOMES:

- 1.1 Overall management of PMU's annual Compact Infrastructure budgets for projects and operations
- 1.2 Monitor budget execution and provide monthly reports to PMU Manager and Planning Specialist.
- 2.1 Prepare and update balance sheets and financial reports for each PMU project.
- 2.2 Ensure reports reflect current financial position, liquidity, and cash flow status
- 2.3 Record and manage accurately all financial transactions and statements for auditing purposes, perform internal and external audits to ensure compliance with RMI and FPA regulations and accuracy in financial reporting.
- 3.1 Auditing financial documents and procedures, reconciling bank statements and calculating tax payments and returns.
- 3.2 Provide with accurate quantitative information on financial position, liquidity and cash flows while ensuring compliant with all RMI Procurement and Tax regulations.

- 4.1 Reconcile accounts payable and receivable monthly
- 4.2 Identify and resolve discrepancies in financial records
- 4.3 Reconcile all accounts payable and receivable
- 5.1 Ensure timely payments of Contractors/Vendors, bank deposits and wire transfers
- 5.2 Ensure all transactions are documented and filed for audit purposes
- 6.1 Compile and finalize monthly, quarterly, and annual financial statements
- 6.2 Submit closing reports to PMU leadership and relevant government bodies

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from recognized University with Master Degree OR minimum of Bachelor Degree in Accounting, Finance or related field. OR minimum of Five (5) years of work experience as an Accountant
- Additionally, Certification such as CPA (Certified Public Accountant) OR CMI (Certified Management Accountant)

Skills:

- Strong knowledge of accounting regulations and procedures, including Generally Accepted Accounting Principles (GAAP).
- Proficiency in accounting software such as Fresh Books, QuickBooks, or other related platforms.
- Advanced skills in Microsoft Excel and Word.
- Experience with general ledger functions.
- Strong attention to detail and analytical thinking.
- Ability to prepare accurate financial reports, reconcile accounts, and conduct audits.
- Familiarity with RMI Procurement and Tax regulations is highly desirable.

FILING INSTRUCTIONS:

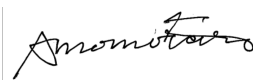
Secure application forms from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website- pscrmi.net. For more information, please contact PSC email address at: pscrmi.recruit@gmail.com.

The Completed application must be received at the Public Service Commission by: **14th November, 2025**

Issued by the Public Service Commission on this **4th of November, 2025**



Mr. Jendrikdrik Paul
Chairperson, PSC



Mr. Almo Momotaro
Commissioner, PSC