



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-136-25
OPENING DATE: 8/28/2025
CLOSING DATE: 9/12/2025

EMPLOYMENT ANNOUNCEMENT

Ref: CM of 8/22/25

Position Title:	Chief Accountant	
Grade and Salary (P/L):	Grade: PL 12/1-12/3	Salary: \$24,000.00- \$27,000.00 pa
Ministry and Division:	Ministry of Health and Human Services	Bureau of Administration, Procurement & Finance; Finance Department
Location:	Majuro	
Reports to:	Assistant Secretary, AP&F	

JOB PURPOSE:

To lead and manage the accounting function, ensuring that financial records are accurate, regulatory requirements are met, and financial insights support strategic decision-making

KEY RESPONSIBILITIES:

1. Financial and cost accounting
2. Reports and audits
3. Training and deployment
4. Perform other duties as assigned

MAIN DUTIES AND OUTCOMES:

- 1.1 Maintain accurate and up to date records of all financial transactions including maintenance of the accounting system for all supported funds managed by the Ministry.
- 1.2 Advise on the improvement of the financial management system and internal control system.
- 1.3 Record, classify and summarize financial transactions and events in accordance with accepted local accounting principles and financial reporting standards.
- 1.4 Reconcile bank statements for Health Care fund and Health fund.
- 1.5 Prepare and recommend policies, procedures and internal regulations/guidelines governing the processing of purchase requisitions, purchase orders, cash receipts, disbursements, and other accounting principles.
- 1.6 Ensure appropriate financial control in compliance with RMI laws.
- 2.1 Prepare monthly, quarterly, and annual financial reports, schedules, and other documents relevant for the audit.
- 2.2 Cooperate with external auditors to carry out annual external auditing.

- 3.1 Be an active part in training and activity planning including orientation of new employees and students.
- 3.2 Conduct training sessions on protocols, standard operation procedures and other specific department guidelines.
- 3.3 Advise Human Resources on necessary training for the department.
- 4.1 Maintain a confidential filing system for all documents.
- 4.2 Adhere to and cooperate with all policies and procedures of the Ministry of Health, and relevant legislation.
- 4.3 Perform other duties within the capacity, qualification and experience normally expected from person occupying a position as this classification.

DESIRABLE REQUIREMENTS:

Qualifications:

- Minimum of BS degree in accounting
- Desirable: Accredited Certified Public Accountant

Skills:

- Demonstrated work experience in accounting field including training and satisfactory performance.
- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff, parents, and outside organizations.
- Reliable with excellent timekeeping.
- Demonstrated ability to function both, independently and in collaboration with other professionals.

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: **12th September, 2025**

Issued by the Public Service Commission on this **28th of August, 2025**



Mr. Jendrikdrik Paul
Acting Chairperson, PSC



Mr. Almo Momotaro
Commissioner, PSC