REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION
P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498
• Email : pscrmi.mh@gmail.com • pscrmi.recruit@gmail.com
• Web-site : pscrmi.net

EA NO: RMI-107-26
Opening Date: 6/3/2026
Closing Date: 6//17/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 5/15/2026

Position Title:	Reconciliation Specialist	
Grade and Salary (P/L):	Grade: PL – 10/1-10/3	Salary: $18,000.00 - $20,000.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Bureaus of administration, Procurement & Finance
Location:	Majuro	
Reports to:	Director of Finance	

JOB PURPOSE: To perform reconciliation tasks related to the Health Fund account, specifically off islands medical referral under the Medical referral Office. This person reports to the Chief Accountant & the Finance Director and is responsible for all reconciliations for the Health Fund Account.

KEY RESPONSIBILITIES:

1. Financial Reconciliation
2. Compliance & Review
3. Liaison & Reporting
4. Audit & Operational Support
5. Process Management

MAIN DUTIES AND OUTCOMES

1.1 Perform monthly reconciliations of the Health Fund bank account (BOMI) and Third-Party Administration (TPA) accounts (US & PHP) to ensure all medical referral transactions are accurate

2.1 Coordinate with the Medical Referral Office to verify that TPA replenishment documents are valid, accurate, and comply with existing contracts

3.1 Act as the primary financial contact for the TPA and report any financial discrepancies immediately to the Chief Accountant and Director of Medical Referrals

4.1 Prepare necessary reports and supporting documentation for audits and assist the Finance Department with daily accounting operations and data entry as required

5.1 Prepare and submit monthly TPA replenishment payment requests for endorsement and maintain adherence to Ministry of Health policies and RMI legislation

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor degree in accounting or 5 years of experience in the accounting field.

Skills:

- Demonstrate work experience in accounting field specifically reconciliation skills Bookkeeping/Accounting knowledge.
- High level of interpersonal skills and the ability to facilitate effective communication among all levels of staff, patient and outside organizations.
- Attention to detail
- Reliable with excellent timekeeping self-motivated with a willing and friendly approach.
- Demonstrate ability to function both independently and in collaboration with other professionals.

FILING INSTRUCTIONS: Secure application form 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 the email address: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **17th June *,2026***

Issued by the Public Service Commission on this ***3rd June, 2026***

Mr. Jendrikdrik Paul,	**Mrs. Annaruth Reiher-Samuel**	**Mr. Almo Momotaro**
Chairman, PSC	**Commissioner, PSC**	**Commissioner, PSC**