



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-060-26
OPENING DATE: 3/27/2026
CLOSING DATE: 4/10/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 3/18/2026

Position Title:	Senior Accountant, Special Revenue Fund	
Grade and Salary (P/L):	Grade: PL 11/1-11/3	Salary: \$21,000.00-\$23,000 p. a
Ministry and Division:	Ministry of Health and Human Services	Bureaus of Administration, Personnel, & Finance- Finance Department
Location:	Majuro	
Reports to:	Chief Accountant	

JOB PURPOSE: To manage and control accounting transactions for Special Revenue Funds by ensuring accurate processing of payments, proper record keeping, compliance with government policies, and timely financial reporting. The position supports audits, oversees accounts payable and receivable, and ensures effective financial operations within MOHHS.

KEY RESPONSIBILITIES:

1. Process payments
2. Manage purchase and travel requests
3. Control special funds accounts
4. Maintain financial records
5. Coordinate with vendors and staff
6. Support audits
7. Monitor receivables and collections
8. Ensure policy compliance
9. Provide accounting support
10. Act as Chief Accountant when required

MAIN DUTIES AND OUTCOMES:

- 1.1 Processes, verifies, and submits payments accurately and on time to ensure employees, vendors, and customers are paid without delay
- 2.1 Processes and encumbers purchase requisitions and travel authorizations correctly to ensure funds are committed and charged to the proper accounts.
- 3.1 Reconciles Health Care Revenue Fund and related special accounts to ensure accurate balances and proper use of funds.

- 4.1 Maintains complete, organized, and confidential financial records for all special revenue funds and grants to support accountability and audits.
- 5.1 Serves as the primary contact for vendors and staff to resolve payment, billing, and account issues efficiently.
- 6.1 Prepares accounting reports and supporting documents and assists management before, during, and after audits to meet audit requirements.
- 7.1 Monitors collections, posts accounts receivable, and tracks advances to ensure revenues are recorded and collected on time.
- 8.1 Reviews all transactions and supporting documents to ensure compliance with ministry policies and government regulations.
- 9.1 Supports daily accounting and finance operations, including payroll processing, to ensure smooth departmental operations.
- 10.1 Acts as the Chief Accountant when required to ensure continuity of leadership and uninterrupted financial management

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor degree in accounting or 3-5 years of progressively responsible accounting experience, preferably in government or special revenue fund accounting; or an equivalent combination of education, training and experience acceptable to the PSC

Skills:

- Accounting field experience
- Bookkeeping / accounting knowledge
- Interpersonal and communication skills
- Attention to detail
- Reliability and timekeeping
- Self-motivation and positive attitude
- Ability to work independently and in a team

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 addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **10th of April, 2026**

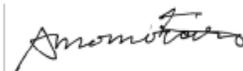
Issued by the Public Service Commission on this **27th of March, 2026.**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher- Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC