



**REPUBLIC OF THE MARSHALL ISLANDS**  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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**EA NO: RMI-116-26**  
**OPENING DATE: 6/15/2026**  
**CLOSING DATE: Until Filled**

**EMPLOYMENT ANNOUNCEMENT**

**Ref to CM of 6/2/2026**

<b>Position Title:</b>	Accounts Receivable Accountant (Travel Missions)	
<b>Grade and Salary (P/L):</b>	Grade: 11/1-11/3	Salary: \$21,000.00-\$23,000.00 per annum
<b>Ministry and Division:</b>	Ministry of Finance, Banking & Postal Services	Accounting
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Deputy Chief Accountant	

**JOB PURPOSE:** The Accounts Receivable Accountant (Travel Missions) is responsible for handling the travel mission process of the Government including reviewing requests, ensuring they align with relevant travel policies, authorizing advance payments, and reconciling expenses by ensuring accurate accounting and timely reimbursements.

**KEY RESPONSIBILITIES:**

1. Travel Advance Reconciliation & Traveler Ledger Maintenance
2. Voucher Preparation, Posting & Payroll Coordination
3. Outstanding Balance Monitoring & Collection
4. Policy Compliance, Records Management & Audit Support
5. Reporting, Financial Assistance & Management Support
6. Inter-Agency Coordination & Communication
7. Professional Representation & Development

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Maintains accurate subsidiary ledgers for individual government travelers and performs regular travel advance reconciliations to ensure the completeness and accuracy of travel-related accounts receivable
- 2.1 Monitors the full travel mission process and ensures timely and accurate processing of travel advances, airfares, and related accounting entries in accordance with established procedures.
- 3.1 Coordinates and ensures appropriate payroll deductions are applied when travelers fail to close their travel advances within the prescribed timeframe
- 3.2 Continuously monitors outstanding travel advance balances and proactively communicates with travelers to recover overdue amounts in accordance with approved collection procedures

- 4.1 Ensures that all travel claims are submitted, reviewed, and properly cleared following the completion of each travel mission to maintain compliance with government travel policies
- 4.2 Enforces compliance with relevant travel policies and best practices and contributes recommendations to improve the management and recovery of travel advances\
- 5.1 Assists in ensuring proper filing, storage, and maintenance of travel mission records in compliance with audit, legal, and record-management requirements
- 5.2 Prepares and submits biweekly progress reports to Accounting Management and assists in the preparation of financial reports and statements related to travel accounts receivable
- 6.1 Communicates and coordinates with ministries and agencies to resolve travel mission-related issues in a timely, professional, and customer-focused manner
- 6.2 Represents the Accounting Division in local, regional, and international meetings or events as required, while upholding the Ministry's organizational values and standards of conduct
- 7.1 provides high-level customer service to internal and external stakeholders and actively participates in continuous professional development to maintain accounting competencies
- 7.2 Performs other related accounting duties as assigned to support the overall effectiveness and efficiency of the Accounting Division

## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Bachelor's degree in Accounting, Finance, Business or other related fields.
- Two (2) – four (4) years of experience in accounts payable/receivable or experience in a general accounting position
- Thorough knowledge of basic accounting procedures and principles
- Knowledge in Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB)

### **Skills:**

- General knowledge in Government structure, policies, and procedures
- General knowledge of relevant laws, regulations, procedures and policies
- High level of interpersonal and organizational skills
- Excellent ability to facilitate effective oral and written communication
- Good knowledge of the use of standard office equipment and computer applications
- Ability to work well in a high volume division
- Have analytical abilities, team working capabilities, and be result oriented
- Ability to work under limited supervision and is able to problem solve
- Demonstrates ability to collaborate with other professionals
- Ability to drive with a valid driver's license

## **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](http://pscrmi.net). For more information, please contact the email addresses: ([pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com)).

Issued by the Public Service Commission on this **15<sup>th</sup> of June, 2026.**



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**Mr. Jendrikdrik Paul,**  
Chairman, PSC



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**Mrs. Annaruth Reihel-Samuel**  
Commissioner, PSC



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**Mr. Almo Momotaro**  
Commissioner, PSC