



Republic of the Marshall Islands
Office of the Public Service Commission

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EA NO: RMI-122-25

OPENING DATE: 08/04/2025

CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

CM of 07/22/2025

Position Title:	HCRF Accounts Receivable Accountant	
Grade and Salary (P/L):	Grade: PL 10/1-10/3	Salary: \$18,000.00-\$20,000.00 p. a
Ministry and Division:	Ministry of Health and Human Services, Bureau of Administration, Personnel, & Finance	Finance Department
Location:	Majuro	
Reports to:	Chief Accountant	

JOB PURPOSE: To perform accounting and administrative tasks related to the efficient maintenance and processing of accounts receivable transactions. The HCRF Accounts Receivable Accountant reports to the Chief Accountant and is responsible for all accountant receivable transactions for the Health Care Revenue Fund.

KEY RESPONSIBILITIES:

1. Maintain and update all account receivable transactions
2. Manage a vendor, customer, & employee data system
3. Assist Chief Accountant & Finance Director during audit
4. Perform other duties within the capacity, qualification, and experience normally expected from person occupying this position

MAIN DUTIES AND OUTCOMES:

- 1.1 Maintain up to date billing system
 - 1.2 Generate and send out invoices
 - 1.3 Follow up, collect, and allocate payments due to Ministry (Through Health Care Revenue Fund & Health Fund)
 - 1.4 Generate A/R reports to Chief Accountant and Finance Director (as needed)
 - 1.5 Review payment discrepancies & complaints and coordinate with Chief Accountant & Finance Director to resolve
 - 1.6 Perform account reconciliations
 - 1.7 Communicate with customers, vendors, & employees (as needed)
 - 2.1 Set up new customers, vendors, & employee in the system
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- 2.2 Monitor and maintain assigned subsidiary ledger accounts
- 2.3 Ensure correct coding of all customer invoices and payments in the system.
- 2.4 Merge customers with multiple ID numbers
- 2.5 Maintain customer files (scanned)
- 3.1 Assist Chief Accountant & Finance Director before, during, & after audit
- 3.2 prepare reports & supporting documents in the field of Account Receivable during audit
- 4.1 Maintain a confidential A/R filing system for all documents for Healthcare Revenue Fund, Global Fund, WHI, BHSIS, UH Reach, and all other relevant grants under Health Care Revenue Fund
- 4.2 Assist with daily operations of the Accounting Division and the Finance Department (as needed)
- 4.3 Adhere to and cooperate with all policies and procedures of the Ministry of Health & Human Services and relevant legislations of the Government of the RMI.

DESIRABLE REQUIREMENTS:

Qualifications:

- Minimum of BA degree in Accounting or 5 years of experience in the Accounting field.

Skills:

- Demonstrate work experience in Accounting field including training and satisfactory performance;
- Basic Bookkeeping/ Accounting knowledge
- High level of interpersonal skills and the ability to facilitate effective communication among all levels of staff, patients and outside organizations
- Attentional to detail
- Reliable with excellent timekeeping
- Self-motivated with a willing and friendly approach
- Demonstrates ability to function both independently, and in collaboration with other professionals.

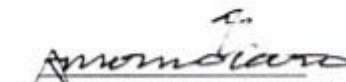
FILING INSTRUCTIONS:

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).

Issued by the Public Service Commission on this 4th August, 2025.



Mr. Jendrikdrik Paul
Acting Chairperson, PSC



Mr. Almo Momotaro
Commissioner, PSC