



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-204-26
OPENING DATE:10/22/2026
CLOSING DATE: 11/5/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/15/2026

Position Title:	Accounts Payable Supervisor	
Grade and Salary (P/L):	Grade:12/1-12/3	Salary: \$24,000.00-\$27,000.00 per annum
Ministry and Division:	Ministry of Finance, Banking & Postal Services	Accounting
Location:	Majuro	
Reports to:	Deputy Chief Accountant	

JOB PURPOSE: The Accountant III- Accounts Payable is responsible for managing and overseeing the day-to-day Accounts Payable function, ensuring that supplier invoices and payments are processed accurately, efficiently, and in accordance with company policies and financial controls. The role plays an important part in maintaining strong supplier relationships, supporting accurate financial reporting, and ensuring the integrity of the Ministry's financial records.

KEY RESPONSIBILITIES:

1. Invoice Processing & Tracking
2. Supplier Account & Query Management
3. Payment Run Administration
4. General Ledger Reconciliation
5. Month-End Financial Reporting
6. Compliance & Audit Readiness
7. Team Mentorship & Process Optimization

MAIN DUTIES AND OUTCOMES:

- 1.1 Review, verify, code, and process supplier invoices, ensuring they are correctly matched to purchase orders, receipts, and supporting documents
- 1.2 Monitor outstanding invoices and ensure transactions are processed within agreed payment terms and internal deadlines
- 2.1 Reconcile supplier statements and investigate discrepancies, duplicate invoices, credit notes, and outstanding balances
- 2.2 Liaise with Ministries, Agencies, Suppliers and all others to resolve payment queries and ensure accounts remain accurate and up to date

- 3.1 Prepare regular payments runs and ensure payment documentation is completed and properly authorized
- 3.2 Review payment listings and support information to identify errors, unusual transactions, or potential duplicate payments before processing
- 4.1 Perform regular reconciliations of supplier accounts, Accounts Payable sub-ledgers, and relevant general ledger accounts
- 4.2 Investigate and resolve reconciling items and ensure corrections are recorded promptly and accurately
- 5.1 Ensure all relevant invoices, accruals, credit notes, and adjustments are recorded before month-end deadlines
- 5.2 Prepare Accounts Payable reports and provide supporting information for financial reporting management review, and analysis
- 6.1 Ensure appropriate approvals and supporting documentation are maintained for all Accounts payable transactions
- 6.2 Assist with internal and external audits by providing accurate records, reconciliations, and supporting documentation when required
- 6.3 Perform duties and assignments in support of the Ministry's overall mission, goals, and strategic priorities
- 6.4 Ensure accounting activities and recommendations are consistent with leadership direction and Ministry Policies
- 6.5 Collaborate with Management and other Divisions to support cross-functional initiatives and organizational objectives
- 6.6 Represent the Ministry professionally and promote accountability, integrity, teamwork, and effective stewardship of public resources
- 6.7 Undertaking other related duties and special assignments as directed by the Deputy Chief Accountant
- 7.1 Identify the implement improvements to Accounts Payable processes, including opportunities for automation, standardization, and improved reporting
- 7.2 Provide guidance and support to junior Accounts payable staff, assisting with complex transactions, reconciliations, and day-to-day queries

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in accounting, Finance, Business Administration, Commerce, or a related field.
- Minimum of five (5) years of relevant experience in accounting and financial management, accounts payable, general ledger, financial reporting, or a related field, with senior or supervisory experience desirable.
- Strong knowledge of accounting principles, financial management, internal controls, reconciliations, and financial reporting requirements.
- Knowledge of National Government financial policies, procedures, accounting requirements, and public financial management regulations is highly desirable.
- Knowledge of budgeting, financial analysis, expenditure management, and cash management practices.
- Experience preparing financial statements, reports, reconciliations, and supporting

schedules.

- Experience supporting audits and maintaining accurate and confidential financial records.
- Experience reviewing and improving accounting procedures, processes, and internal controls.
- Proficiency in Microsoft Office, particularly Excel, and accounting or financial management systems.
- Valid driver's license and ability to drive.

Skills:

- Strong accounting, analytical, numerical, and problem-solving skills.
- Strong attention to detail and commitment to accuracy and data integrity.
- Ability to interpret and apply accounting standards, financial policies, procedures, and regulations.
- Excellent organizational and time-management skills, with the ability to meet deadlines and manage competing priorities.
- Strong written and verbal communication and interpersonal skills.
- Ability to analyze financial information, identify discrepancies, and recommend appropriate corrective actions.
- Ability to handle confidential financial information with integrity and discretion.
- Ability to work effectively with management, employees, suppliers, auditors, Government agencies, and other stakeholders.
- Proficiency in Microsoft Office, accounting systems, and other relevant financial applications.

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: (psc.recruit@rmi.gov.mh).

The Completed application must be received at the Public Service Commission by **5th of November 2026**

Issued by the Public Service Commission on the **22nd of October 2026.**



Mr. Jendrikdrik Paul
Chairman, PSC



Mrs. Annaruth Reiher-Samuel
Commissioner, PSC



Mr. Almo Momotaro
Commissioner, PSC