



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.recruit@gmail.com • Webpage: pscrmi.net

EA NO: RMI-218-25

OPENING DATE: 11/14/2025

CLOSING DATE: 11/28/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 11/5/2025

Position Title:	Deputy Chief Accountant	
Grade and Salary (P/L):	PL – 12/1 – 12/3	Salary: \$24,000 - \$27,000pa+20%ED
Ministry and Division:	Ministry of Finance, Banking & Postal Services	Ebeye Administration & Accounting
Location:	Ebeye	
Reports to:	Assistant Secretary (Ebeye)	

JOB PURPOSE: The Deputy Chief Accountant oversees and manages the daily accounting operations and activities of the Ministry of Finance on Ebeye. The incumbent is under the supervision of the Assistant Secretary of MOF Ebeye, and works collaboratively with other MOF Ebeye staff.

KEY RESPONSIBILITIES:

1. Oversees and manages the daily operations of the Accounting Department
2. Performs daily accounting entries and compiling and analyzing account information
3. Works in close collaboration with auditors during audit processes
4. Represent Accounting Department in the Fiscal Officer Association
5. Supervises and reviews all monthly reconciled accounts
6. Reviews and assigns new accounts in the FMIS
7. Reviews all monthly government commitments before disbursements
8. Prepares and reviews annual staff evaluation
9. Documents financial transactions by entering account information
10. Recommends financial actions to MOF Management by analyzing accounting options

MAIN DUTIES AND OUTCOMES:

- 1.1 Guides accounting clerical staff by coordinating activities and answering questions
- 1.2 Oversees and supervises the year-end closing process & Oversees and supervises the opening
- 2.1 Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- 3.1 Substantiates financial transactions by auditing documents.

- 4.1 Collaborate with other fiscal officers to standardize accounting practices and improve financial management processes.
- 5.1 Reconciles financial discrepancies by collecting and analyzing account information.
- 6.1 Maintains accounting controls by preparing and recommending policies and procedures.
- 7.1 Prepares payments by verifying documentation, and requesting disbursements.
- 8.1 Coordinates with Assistant Secretary to finalized evaluations and implement recommendations.
- 9.1 Coordinate with relevant departments to resolve discrepancies before posting entries
- 10.1 Answers accounting procedure questions by researching and interpreting accounting policy and regulations.

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in Accounting, Finance, Business, or related fields
- Minimum 3-7 years of related experience
- Exceptional knowledge of accounting, budgeting, cost accounting, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- Excellent financial and analytical abilities
- Ability to work collaboratively across Departmental/Ministerial functions
- High attention to details

Skills:

- Highly effective personnel and financial management skills
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and regulations
- Proficient with accounting software and experience with system implementation a plus

FILING INSTRUCTIONS:

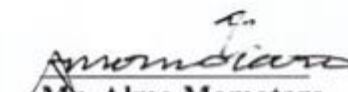
Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **28th November, 2025**

Issued by the Public Service Commission on this **14th November, 2025**.



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC