



REPUBLIC OF THE MARSHALL ISLANDS OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA: RMI-004-26
OPENING DATE: 1/8/2026
CLOSING DATE: 1/27/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 12/30/25

Position Title:	Accountant I	
Grade and Salary (P/L):	Grade: PL-11/1-11/3	Salary: \$21,000.00-\$203000.00 pa
Ministry and Division:	MOFBPS	Accounting Department
Location:	Majuro	
Reports to:	Deputy Chief Accountant	

JOB PURPOSE: The Accountant I is responsible for supporting the Government's travel mission process, with a primary focus on travel advance liquidations, and assisting with payroll functions. This role ensures compliance with applicable travel and payroll policies, processes financial transactions with accuracy and integrity, and help maintain timely and accurate payroll compensation for all employees.

KEY RESPONSIBILITIES:

1. Review travel requests to ensure compliance with Government policies, procedures, and relevant donor or partner guidelines
2. Authorization travel advance payments based on approved travel plans and policy alignment
3. Reconcile travel-related expenses by verifying receipts, reports, and supporting documentation
4. Ensure timely and accurate liquidation of travel voucher claims
5. Maintain up-to-date records of travel advances, expenses, and reimbursements
6. Provide guidance to line Ministries & Agencies on travel policy requirements and processes
7. Assist the Chief of Payroll in processing the Government's payroll accurately and on schedule
8. Manage employee deductions, tax withholdings, and benefit-related transactions in accordance with national and donor regulations
9. Ensure payroll compliance with local labor laws, tax requirements, and donor guidelines
10. Address employee inquiries related to payroll, deductions, and compensation
11. Support internal and external payroll audits by providing necessary documentation and reconciliation
12. Ensure Confidentiality and Security of Payroll Records
13. Provide Timely Reports and Updates to Management
14. Collaborate and Contribute to Team Goals

15. Perform other related duties as required to enhance the effectiveness and efficiency of the Accounting Division

MAIN DUTIES AND OUTCOMES:

- 1.1 Verify that travel justifications align with approved work plans and budgets
- 1.2 Cross-check travel requests against Government & donor travel policy guidelines
- 2.1 Confirm travel approvals and estimate allowable cost before releasing advances
- 2.2 Ensure all required signatures and documentations are in place prior to disbursement
- 3.1 Match receipts and expense reports with approved travel authorizations
- 3.2 Flag discrepancies or missing documentation for follow-up with the traveler
- 4.1 Monitor submission timelines and send weekly reminders for outstanding liquidations
- 4.2 Review and process liquidations forms, ensuring proper categorization of expenses
- 5.1 Update travel mission vouchers in the financial management information system (FMIS) with current advance and liquidation data
- 5.2 Archive supporting documents for all completed travel mission vouchers in compliance with records policies
- 6.1 Conduct training sessions or workshops on travel policy procedures, upon request
- 6.2 Respond to inquiries from Ministries regarding travel forms, eligibility, or documentation
- 7.1 Compile and verify employee timesheets or attendance records
- 7.2 Input payroll data into the system and validate figures before finalizations
- 8.1 Assist the Chief of Payroll with the calculation and applications of correct tax rates and mandatory contributions
- 8.2 Assist the Chief of Payroll with updating payroll records for new or modified benefit elections
- 9.1 Stay current with changes to labor and tax laws affecting payroll
- 9.2 Assist the Chief of Payroll with the periodic reviews of payroll processes for regulatory alignment
- 10.1 Respond to employee questions via email or phone regarding their pay slips
- 10.2 Investigate and resolve discrepancies in payroll amounts or deductions
- 11.1 Prepare payroll reports and backup documentation for audit teams
- 11.2 Assist auditors by explaining payroll procedures and answering questions
- 12.1 Maintain confidentiality and security of payroll records and sensitive employee information
- 13.1 Provide regular reports and updates to the Accounting Management upon request
- 14.1 Contribute to team efforts by achieving related results and collaborating with colleagues
- 15.1 Limit access to payroll files to authorized personnel only
- 15.2 Store physical and electronic payroll data in secure, access-controlled environments

DESIRABLE REQUIREMENTS:

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or a related field
- Minimum of 3 years of relevant experience in accounting, audit, or financial reporting

SKILLS:

- Experience with payroll processing systems and travel accounting procedures
- Strong knowledge of national financial regulations and donor compliance standards
- Excellent attention to detail, analytical skills, and organization abilities'
- Strong knowledge of accounting of standards and internal control frameworks
- Excellent organizational, analytical, and communication skills
- Proficiency in financial systems and Microsoft Office Suite (especially Excel)
- Familiarity with Government Financial Reporting Frameworks (e.g. IPSAS, IFRS, GAAP for Governments)
- Demonstrate knowledge of RMI relevant laws, regulations, procedures and policies
- 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 under pressure
- Demonstrate ability to functions both independently and in collaboration with other professionals
- Must be able to drive a vehicle and have 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. For more information, please contact the email addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **27th January, 2026**

Issued by the Public Service Commission on this **8th of January, 2026**.



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC