



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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EA NO: RMI-201-25

OPENING DATE: 10/10/2025

CLOSING DATE: 10/24/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 10/2/2025

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

JOB PURPOSE:

The Accountant II (General Fund) is responsible for various accounting tasks pertaining to the General Fund including preparing financial reports, maintaining accounts payable and receivable, posting journal entries, reconciling General Fund accounts, maintaining records, and assisting the Accounting Management with audits.

KEY RESPONSIBILITIES:

1. Provide financial updates and reports to the Accounting Management
2. Process and track all General-related reimbursements from other fund
3. Maintain proper documentation of all bank transactions and reconciliations
4. Provide high level customer service to both internal and external customers on General Fund accounting matters
5. Represent the Accounting Division in local, regional, international events & perform any other related duties in order to contribute to the effectiveness and efficiency of the Accounting Division

MAIN DUTIES AND OUTCOMES:

- 1.1 Monitor and analyze General Fund expenditures against actual collected revenues
- 1.2 Prepare monthly, quarterly, & annual financial reports related to General Fund activities
- 1.3 Reconcile General bank accounts monthly to ensure accuracy and completeness
- 1.4 Maintain organized and up-to-date records is filed and archived in accordance with Ministry's retention policies
- 1.5 Ensure transactions are properly classified and aligned with the Ministry's Chart of Accounts
- 2.1 Prepare and submit biweekly progress reports to the Accounting Management
- 2.2 Assist in preparation of audit schedules & support external audits

- 3.1 Ensure timely reimbursements to the General Fund and verify proper documentation to support the reimbursements
- 3.2 Communicate and resolve with the relevant Ministries/Agencies any issues or concerns pertaining to General Fund reimbursements, reconciliations, and reporting
- 4.1 Investigate and resolve discrepancies or unusual transactions promptly
- 4.2 Provide technical support and training to relevant staff on General Fund accounting procedures
- 5.1 Record all General Fund related transactions by posting journal entries to the general ledger
- 5.2 Actively engage in continuous professional development
- 5.3 Uphold the Ministry's aims, organizational values, and behaviors in accordance with this post

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

Skills:

- Thorough knowledge of basic accounting procedures and principles
- Knowledge in Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB)
- 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. For more information, please contact the email addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: 24th October, 2025

Issued by the Public Service Commission on this 10th October, 2025



Mr. Jendrikdrik Paul
Chairman, PSC



Mr. Almo Momotaro
Commissioner, PSC

