



**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](mailto:pscrmi.recruit@gmail.com) • Webpage: [pscrmi.net](http://pscrmi.net)

**EA: RMI-017-26**  
**OPENING DATE: 02/03/2026**  
**CLOSING DATE: 02/12/2026**

**EMPLOYMENT ANNOUNCEMENT**

Ref: CM of 1/30/2026

<b>Position Title:</b>	<b>Chief Accountant</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL 12/1-12/3</b>	<b>Salary: \$24,000.00- \$27,000.00 pa</b>
<b>Ministry and Division:</b>	<b>Ministry of Health and Human Services</b>	<b>Bureau of Administration, Procurement &amp; Finance; Finance Department</b>
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	<b>Assistant Secretary, AP&amp;F</b>	

**JOB PURPOSE:**

To lead and manage the accounting function, ensuring that financial records are accurate, regulatory requirements are met, and financial insights support strategic decision-making

**KEY RESPONSIBILITIES:**

1. Financial and cost accounting
2. Reports and audits
3. Training and deployment
4. Perform other duties as assigned

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Maintain accurate and up to date records of all financial transactions including maintenance of the accounting system for all supported funds managed by the Ministry.
- 1.2 Advise on the improvement of the financial management system and internal control system.
- 1.3 Record, classify and summarize financial transactions and events in accordance with accepted local accounting principles and financial reporting standards.
- 1.4 Reconcile bank statements for Health Care fund and Health fund.
- 1.5 Prepare and recommend policies, procedures and internal regulations/guidelines governing the processing of purchase requisitions, purchase orders, cash receipts, disbursements, and other accounting principles.
- 1.6 Ensure appropriate financial control in compliance with RMI laws.
- 2.1 Prepare monthly, quarterly, and annual financial reports, schedules, and other documents relevant for the audit.
- 2.2 Cooperate with external auditors to carry out annual external auditing.

- 3.1 Be an active part in training and activity planning including orientation of new employees and students.
- 3.2 Conduct training sessions on protocols, standard operation procedures and other specific department guidelines.
- 3.3 Advise Human Resources on necessary training for the department.
- 4.1 Maintain a confidential filing system for all documents.
- 4.2 Adhere to and cooperate with all policies and procedures of the Ministry of Health, and relevant legislation.
- 4.3 Perform other duties within the capacity, qualification and experience normally expected from person occupying a position as this classification.

## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Minimum of BS degree in accounting
- Desirable: Accredited Certified Public Accountant

### **Skills:**

- Demonstrated work experience in accounting field including training and satisfactory performance.
- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff, parents, and outside organizations.
- Reliable with excellent timekeeping.
- Demonstrated ability to function both, independently and in collaboration with other professionals.

## **FILING INSTRUCTIONS:**


Secure application forms 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](http://pscrmi.net). For more information, please contact PSC email address at: [pscrmi.recruit@gmail.com](mailto:pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **12<sup>th</sup> February, 2026**

Issued by the Public Service Commission on this **3<sup>rd</sup> of February, 2026**



Mr. Jendrikdrik Paul  
Chairman, PSC



Mr. Almo Momotaro  
Commissioner, PSC