



**REPUBLIC OF THE MARSHALL ISLANDS**  
**OFFICE OF THE PUBLIC SERVICE COMMISSION**

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• Web-site : [pscrmi.net](http://pscrmi.net)

**EA NO: RMI-115-26**  
**Opening Date: 6/15/2026**  
**Closing Date: 6/29/2026**

**EMPLOYMENT ANNOUNCEMENT**

Ref to CM of 6/2/2026

<b>Position Title:</b>	Senior Accountant, Health Fund	
<b>Grade and Salary (P/L):</b>	Grade: PL – 11/1-11/3	Salary: \$21,000.00 - \$23,000.00 per annum
<b>Ministry and Division:</b>	Ministry of Health & Human Services	Bureaus of Administration, Procurement, Personnel, & Finance Department
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Chief Accountant	

**JOB PURPOSE:** To perform accounting and administrative tasks related to the efficient maintenance and processing of Health Fund financial transactions. This person reports to the Chief Accountant and is responsible for all financial transactions for Health Fund.

**KEY RESPONSIBILITIES:**

1. Process requisitions
2. Prepare payments
3. Health Fund Liaison
4. Payroll
5. Audit support and reporting
6. Acting of Chief Accountant when required
7. Perform other duties within the capacity, qualification, and experience normally expected from person occupying this position.

**MAIN DUTIES AND OUTCOMES**

- 1.1 Ensure completed requisitions (purchase requisitions & travel authorizations) are encumbered in a timely manner.
- 1.2 Ensure requests are allocated to the proper accounts.
- 2.1 Review and verify invoices and payment requests.
- 2.2 Reconcile financial transactions for Health Fund.
- 2.3 Monitor & coordinate check signatory process.
- 3.1 Act as the first point of contact for internal & external vendors & customers of the Health Fund.

- 3.2 Investigate & resolve customer/vendor complaints/issue.
- 4.1 Prepare payroll for employees funded under funds administered by MOHHS Accounting 4.2 Prepare relevant payroll transactions including RMI withholding tax and MISSA quarterly tax.
- 4.2 Assist Chief Accountant & Finance Director before, during, & after audit.
- 5.1 Prepare reports & support documents for all Health before, during, & after audit.
- 5.2 Ensure encumbrance reports are generated and shared with relevant Departments monthly.
- 5.3 Reconcile Health Fund General Ledger accounts such as aging, accruals, prepayments, advances, etc. monthly.
- 5.4 Adhere to and cooperate with all policies and procedures of the Ministry of Health & Human Services and relevant legislations of the Government of the RMI
- 5.5 Contribute team effort by accomplishing related results (as needed)
- 6.1 To act in his/her capacity as the Acting Chief Accountant of the MOHHS, as deemed necessary Responsible for all Ebeye collections (Health Fund) to monitor and ensure collections are up to date and submitted on time.

**DESIRABLE REQUIREMENTS:**

**Qualifications:**

- Bachelor's (four year) degree in accounting; or
- 5 years of experience in the accounting field
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**Skills:**

- Book Keeping/ Accounting knowledge
- High level of interpersonal skills
- Demonstrates ability to function both independently and in collaboration with other professionals

**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](mailto:pscrmi.recruit@gmail.com)).

The Completed application must be received at the Public Service Commission by: **29<sup>th</sup> of June, 2026**

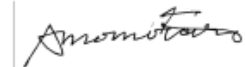
Issued by the Public Service Commission on this **15<sup>th</sup> of June, 2026**



**Mr. Jendrikdrik Paul,  
Chairman, PSC**



**Mrs. Annaruth Reiher-Samuel  
Commissioner, PSC**



**Mr. Almo Momotaro  
Commissioner, PSC**