REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION
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EA NO: RMI-214-26
OPENING DATE: 11/10/2026
CLOSING DATE: Until Filled

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 11/3/2026

Position Title:	Supervisor, Patient Accountant	
Grade and Salary (P/L):	Grade:10/1-10/3	Salary:18,000.00-$20,000.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Bureau of Administration, Personnel, & Finance- Finance Department
Location:	Majuro	
Reports to:	Chief Accountant	

JOB PURPOSE: To supervise and manage Patient Accounts Cashiers (PAC). This person reports to the Chief Accountant & the Finance Director and is responsible for the supervision of the Patient Accounts Cashiers and hospital user fees daily collections.

KEY RESPONSIBILITIES:

1. Personnel Supervision and Operations
2. Financial Reconciliation and Internal Controls
3. Ledger Integrity and Financial System Management
4. Revenue Collection and Deposit Management
5. Audit Support and Document Compliance
6. Inter-Departmental Cooperation

MAIN DUTIES AND OUTCOMES:

1.1 Plan, coordinate, and publish monthly shift schedules for all Patient Accounts Cashiers
1.2 Conduct comprehensive onboarding and continuous training for cashiers regarding Finance-Accounting policies
1.3 Enforce employee compliance with all Ministry and Public Service Commission regulatory guidelines
1.4 Provide emergency shift coverage when necessary to ensure uninterrupted cashier station services
1.5 Verify that cashier stations maintain necessary logistical and office supplies for continuous operations
2.1 Review and validate physical cash collected against matching cash count sheets at the end of each shift

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2.2 Sign off on verified cash count sheets to confirm accurate financial data transfer
2.3 Formally investigate financial variances, including shortfalls or overages
2.4 Draft and submit variance reports immediately to the Chief Accountant to address discrepancies under established policies
3.1 Review of the accuracy of informational data entries in the Ministry's Accounting system before routing to the Chief Accountant for formal ledger posting
3.2 Issue corrective feedback and structural instructions to cashiers when ledger entries are deemed inaccurate
4.1 Direct and monitor the daily processing and prompt secure bank deposition of all received hospital user fees
4.2 Oversee the continuous collection, receipt processing, and system entry for all auxiliary Ministry revenue sources
5.1 Supervise the daily filing and update of all physical and digital transaction receipts
5.2 Organize, track, and securely store physical receipt books chronologically
5.3 Maintain accurate, updated logs for cash receipts and active accounts receivable ledgers
6.1 Assist with the broader day-to-day administrative workloads of the Accounting Division and General Finance Department
6.2 Maintain strict compliance with the policies of the Ministry of Health & Human Services and all relevant statutory legislations of the Government of the RMI
6.3 Contribute to cross-functional finance team initiatives to meet department-wide performance targets

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor's degree in accounting, Finance, or Business Administration
- Minimum of Five (5) years of verifiable cash handling and supervisor experience in retail, banking, or medical billing environment

Skills:

- Spreadsheet Proficiency
- Ledger Auditing
- Cash Control Mechanics
- Discrepancy Investigation
- Personnel Scheduling
- Conflict Resolution & Customer Service
- High Professional Integrity

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: (psc.recruit@rmi.gov.mh).

Issued by the Public Service Commission on this 10th of November 2026

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Mr. Jendrikdrik Paul Chairman, PSC	Mrs. Annaruth Reiher-Samuel Commissioner, PSC	Mr. Almo Momotaro Commissioner, PSC

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