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.mh@gmail.com • *pscrmi.recruit@gmail.com*
• Web-site : *pscrmi.net*

EA NO: RMI-216 -26
OPENING DATE: 11/24/2026
CLOSING DATE: 12/7/2026

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 11/5/2026

Position Title:	Senior Patient Account Officer	
Grade and Salary (P/L):	Grade:9/1-9/5	Salary:13,045.00-$17,025.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Bureau of Administration, Procurement, & Finance Department
Location:	Majuro	
Reports to:	Patient Accounts Supervisor	

JOB PURPOSE: To collect and document hospital fees from patients.

KEY RESPONSIBILITIES:

1. Perform general patient access, registration, and account management duties
2. Receive and disburse cash at the Cashiers Windows
3. Issue out receipts to patients at the Cashiers Windows
4. Prepare daily batch logs for data entry into the Ministry's Accounting system
5. Reconcile cash at the end of shift
6. Assist the Chief Accountant & Finance Director during the Ministry's audit including maintaining financial files and records for the Patient Account Cashiers Division
7. Perform other duties within the capacity, qualification, and experience normally expected from person occupying this position

MAIN DUTIES AND OUTCOMES:

1.1 Verify patient information (hospital number, name, date of birth, etc.)
1.2 Obtain prior authorization for services (through schedules)
1.3 Verify patient account history
2.1 Receive cash payment from patient
2.2 Disburse cash to patient
3.1 Issue cash receipt upon payment from patient
3.2 Issue accounts receivable receipt upon payment from receipt

RESTRICTED

4.1 Daily entry of receipts into the Ministry's Accounting system and complete entry before end of each shift
5.1 Reconcile cash at end of shift with the Treasurer
5.2 Ensure that cash collection is accurate
5.3 Sign off on cash collection form
6.1 Assist with compiling necessary documents for audit
7.1 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.
7.2 Contribute team effort by accomplishing related results (as needed)

DESIRABLE REQUIREMENTS:

Qualifications:

- Graduate from college with an associate degree, Or possess relevant technical training and work experience acceptable to the Office of the Public Service Commission
- A High School Diploma is preferred; OR
- Minimum of 2-5 years of progressively responsible experience in a relevant field

Skills:

- Fluent in Marshallese & English
- Must be proficient in use of calculator and typewriter.
- Typing and PC skills required.
- High level of interpersonal skills and the ability to facilitate effective communication among all levels of staff, patients and outside organizations.
- Attention to detail.
- Reliable with excellent timekeeping.
- 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: (psc.recruit@rmi.gov.mh).

The Completed application must be received at the Public Service Commission by 7th of December 2026

Issued by the Public Service Commission on this 24th of November 2026

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

RESTRICTED