



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

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• Web-site : pscrmi.net

EA NO: RMI-107

Opening Date: 5/25/2026

Closing Date: 6//8/2026

EMPLOYMENT ANNOUNCEMENT

Refer to CM: 5/15/2026

Position Title:	Reconciliation Specialist	
Grade and Salary (P/L):	Grade: PL – 10/1-10/3	Salary: \$18,000.00 - \$20,000.00 per annum
Ministry and Division:	Ministry of Health & Human Services	Bureaus of administration, Procurement & Finance
Location:	Majuro	
Reports to:	Director of Finance	

JOB PURPOSE: To perform reconciliation tasks related to the Health Fund account, specifically off islands medical referral under the Medical referral Office. This person reports to the Chief Accountant & the Finance Director and is responsible for all reconciliations for the Health Fund Account.

KEY RESPONSIBILITIES:

1. Financial Reconciliation
2. Compliance & Review
3. Liaison & Reporting
4. Audit & Operational Support
5. Process Management

MAIN DUTIES AND OUTCOMES

- 1.1 Perform monthly reconciliations of the Health Fund bank account (BOMI) and Third-Party Administration (TPA) accounts (US & PHP) to ensure all medical referral transactions are accurate
- 2.1 Coordinate with the Medical Referral Office to verify that TPA replenishment documents are valid, accurate, and comply with existing contracts
- 3.1 Act as the primary financial contact for the TPA and report any financial discrepancies immediately to the Chief Accountant and Director of Medical Referrals
- 4.1 Prepare necessary reports and supporting documentation for audits and assist the Finance Department with daily accounting operations and data entry as required
- 5.1 Prepare and submit monthly TPA replenishment payment requests for endorsement and maintain adherence to Ministry of Health policies and RMI legislation

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor degree in accounting or 5 years of experience in the accounting field.

Skills:

- Demonstrate work experience in accounting field specifically reconciliation skills Bookkeeping/Accounting knowledge.
- High level of interpersonal skills and the ability to facilitate effective communication among all levels of staff, patient and outside organizations.
- Attention to detail
- Reliable with excellent timekeeping self-motivated with a willing and friendly approach.
- Demonstrate 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).

The Completed application must be received at the Public Service Commission by: **25th of May 2026.**



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



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



**Mr. Almo Momotaro
Commissioner, PSC**