



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION
P.O. BOX 90 • Majuro, Marshall Islands MH 96960
TEL: 692-625-8298/8498 • FAX: 625-3382 • Email: pscrmi@ntamar.net

EA: 204-18
OPEING DATE: 11/14/18
CLOSEING DATE: Until Filled

EMPLOYMENT ANNOUCEMENT

Position Title:	HCRF Accounts Receivable Accountant	
Grade and Salary (P/L):	PL 9/1-9/3	\$ 13,045 - 17,025 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 perform accounting and administrative tasks related to the efficient maintenance and processing of accounts receivable transactions. This person reports to the Chief Accountant & the Finance Director and is responsible for all accounts receivable transactions for Health Care Revenue Fund.

KEY RESPONSIBILITIES:

1. Maintain and update all accounts receivable transactions
2. Manage a vendor, customer, & employee data system.
3. Assist Chief Accountant & Finance Director during audit
4. Perform other duties within the capacity, qualification, and experience normally expected from person occupying this position

MAIN DUTIES AND OUTCOMES:

- 1.1 Maintain up to date billing system
- 1.2 Generate and send out invoices
- 1.3 Follow up, collect, and allocate payments due to Ministry (through Health Care Revenue Fund & Health Fund)
- 1.4 Generate A/R reports to Chief Accountant and Finance Director (as needed)
- 1.5 Review payment discrepancies & complaints and coordinate with Chief Accountant & Finance Director to resolve
- 1.6 Perform account reconciliations
- 1.7 Communicate with customers, vendors, & employees (as needed)
- 2.1 Set up new customer, vendor, & employee in the system.
- 2.2 Monitor and maintain assigned subsidiary ledger accounts.
- 2.3 Ensure correct coding of all customer invoices and payments in the system.
- 2.4 Merge customers with multiple ID number.
- 2.5 Maintain customer files (scanned).

- 3.1 Assist Chief Accountant & Finance Director before, during, & after audit
- 3.2 Prepare reports & supporting documents in the field of Accounts Receivable during audit
- 4.1 Maintain a confidential A/R filing system for all documents for Healthcare Revenue Fund, Global Fund, WHO, BHSIS, UH Reach, and all other relevant grants under Health Care Revenue Fund
- 4.2 Assist with daily operations of the Accounting Division and the Finance Department (as needed)
- 4.3 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.

DESIRABLE REQUIREMENTS:

Qualification:

- Minimum of AS degree in Accounting or 5 years of experience in the Accounting field.

Skills:

- Demonstrated work experience in Accounting field including training and satisfactory performance;
- Basic Bookkeeping/Accounting knowledge;
- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff, patients and outside organizations;
- Attention to detail
- Reliable with excellent timekeeping;
- Self-motivated with a willing and friendly approach;
- Demonstrates ability to function both, independently, and in collaboration with other professionals.
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FILING INSTRUCTIONS

Secure application forms from the Public Service Commission's Office in Majuro and the Office of Deputy Chief Secretary on Ebeye or may inquire further by contacting PSC email addresses: pscrmi@ntamar.net

The completed application must be submitted to the Public Service Commission office before 5pm from Monday – Friday

Issued by the Public Service Commission on this *13th of November, 2018*


Chairman, PSC


Commissioner, PSC