



Republic of the Marshall Islands
Office of the Public Service Commission

PO Box 90 ~ Majuro, MH 96960 ~ Marshall Islands
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EA: RMI-188-18
OPENING DATE: 10/16/18
CLOSING DATE: Until filled

EMPLOYMENT ANNOUNCEMENT

Position Title:	Special Revenue Funds Senior Accounts Payable Accountant	
Grade and Salary	PL 11/1-11/3	\$ 21,000 - \$23,000 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 payable transactions. This person reports to the Chief Accountant & the Finance Director and is responsible for all accounts payable transactions for Special Revenue Grants, mainly Health Care Revenue Fund.

Key Responsibilities:

1. Process and encumber purchase requisitions (purchase requisitions & travel authorizations) through the Ministry's in-house funds, mainly the Health Care Revenue Fund
2. Prepare payment transactions for employees, vendors, & customers
3. Health Care Revenue Fund focal point of contact for the MOHHS Finance Department & vendors/customers
4. Assist Chief Accountant & Finance Director during audit
5. Perform other duties within the capacity, qualification, and experience normally expected from person occupying this position
6. Act in the role of a Acting Chief Accountant, as deemed necessary

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
 - a. Ensure supporting documents are in line with policies and procedures of the Department, Ministry & Government
- 2.2 Prepare & process electronic transfers & payments
- 2.3 Reconcile accounts payable transactions for Health Care Revenue Fund
- 2.4 Monitor & coordinate check signatory process
- 2.5 Monitor accounts to ensure payments are up to date
- 2.6 Review outstanding invoices & discrepancies and coordinate with the Chief Accountant & Finance Director to resolve

3.1 Act as the first point of contact for internal & external vendors & customers

3.2 Investigate & resolve customer/vendor complaints/issue

4.1 Assist Chief Accountant & Finance Director before, during, & after audit

4.2 Prepare reports & supporting documents in the field of Accounts Payable during audit

5.1 Ensure encumbrance reports are generated and shared to relevant Departments on a monthly basis

5.2 Ensure aged encumbrances that have exceeded the 90 day delivery deadline are liquidated and closed

5.3 Maintain a confidential 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

5.4 Assist with daily operations of the Accounting Division and the Finance Department (as needed)

5.5 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

5.6 Contribute to 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

6.2 Secondary Accounting staff to process payroll

6.3 Responsible for all Ebye collections (Health Care & Health Fund) – to monitor and ensure collections are up to date and submitted on time.

6.4 Responsible for posting of all accounts receivable transaction including employee travel advances.

DESIRABLE REQUIREMENTS:

Qualification:

- Masters' Degree in area or license/certificate equivalent to Masters' Degree in related field; or Bachelor Degree in area with two (2) years in level ten or equivalent experience in related field;
- Minimum of Bachelor's (four year) degree in Accounting or 5 years of experience in the Accounting field.

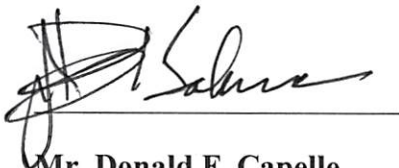
Skills:

- Demonstrates work experience in Accounting field including training and satisfactory performance;
- 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.

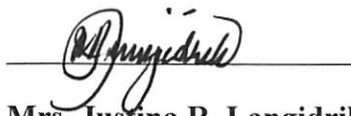
FILING INSTRUCTIONS:

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

Issued by the Office of the Public Service Commission on the *16th of October, 2018.*

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Mr. Donald F. Capelle
Chairman, PSC

A handwritten signature in black ink, appearing to read 'J. Langidrik', written over a horizontal line.

Mrs. Justina R. Langidrik
Commissioner, PSC