



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

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EA NO RMI-019-24

OPENING DATE: 2/14/24

CLOSING DATE: 2/29/24

EMPLOYMENT ANNOUCEMENT

Ref-1-26-24

Position Title:	Tax Compliance Officer	
Grade and Salary (P/L):	Grade: PL-9/1 - 9/5	Salary: \$13,045.00 - \$17,025.00
Ministry and Division:	Ministry of Finance	Division of Tax & Revenue
Location:	Majuro, RMI	
Reports to:	Tax Compliance Supervisor	

JOB PURPOSE: The Tax Compliance Officers assists in ensuring compliance of tax paying activities and requirements to tax laws and regulations of taxpayer, company and business or any person engaging in tax transactions with the GRMI.

ORGANIZATIONAL AND WORKING RELATIONSHIPS

The incumbent reports directly to the Tax Compliance Supervisor with management oversight from the Chief of Tax & Revenue.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Assist and educate taxpayers in filing tax forms and ensure verify names, and taxpayer identification numbers are correct and that computations/calculations on forms are performed correctly or that amount match those on supporting documentations.
2. Ensure accuracy of filed returns are consistent with past returns, and any credits and deductions the taxpayers claims
3. Determine of claims are inaccurate and contact the taxpayer and verify accurate information
4. Daily recording or input of taxpayer information
5. Send notices to taxpayers on outstanding debts
6. Resolve any issues a taxpayer has with taxes
7. Research and maintain taxpayer accounts and determine whether penalty should be imposed for unpaid dues of violations
8. Recognize indicator of fraudulent activity and recommend following provisions on implication penalties of necessary.
9. Provide timely reports as needed to the Chief of Tax and Revenue.

REQUIRED QUALIFICATIONS, SKILLS AND ABILITIES:

- Associate’s degree in auditing, accounting, business, finance or related discipline

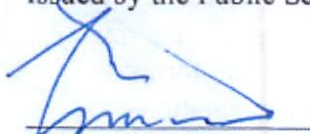
- At least two (2) years' experience general accounting experience or any related experience
- Exceptional written and verbal communication skills
- Analytical, mathematical, and problem-solving skills
- High attention to details
- Able to maintain confidentiality
- Organizational and time-management skills
- Ability to collaborate and provide guidance
- Excellent customer service skills
- Computer literate (M/S Office)

FILING INSTRUCTIONS:

Secure application forms 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 PSC email address: pscrmi.recruit@gmail.com

The Completed application must be received at the Public Service Commission by:
29th of February 2024

Issued by the Public Service Commission on this **14th of February 2024**



Mr. Michael Konelios
Chairman, PSC

Ms. Amenta Matthew
Commissioner, PSC



Mr. Edward O'Brien
Commissioner, PSC