



*Republic of the Marshall Islands*  
**Office of the Public Service Commission**

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EA NO: RMI-201-18  
OPENING DATE: 11/09/18  
CLOSING DATE: 11/23/18

**EMPLOYMENT ANNOUNCEMENT**

<b>Position Title:</b>	<b>Accountant (Account Payable)</b>	
<b>Grade and Salary (P/L):</b>	<b>Grade: PL-9/1 – 9/5</b>	<b>Salary: \$13,045.00 - \$17,025.00</b>
<b>Ministry and Division:</b>	<b>Ministry of Finance, Banking &amp; Postal Services</b>	<b>Accounting Division</b>
<b>Location:</b>	<b>Majuro</b>	
<b>Reports to:</b>	<b>Account Payable Supervisor</b>	

**JOB PURPOSE:** Assist the Account Payable Supervisor.

**KEY RESPONSIBILITIES:**

1. Records amount which reduces outstanding commitments or fund balance available based upon valid obligation documents;
2. Disburse funds by assigning a number for that account payable voucher prior to the processing of the payment check;
3. Receives daily cash collections from individual including business sectors utilizing Government properties;
4. Receives and reviews time and attendance reports and make necessary adjustments and correction before transmitted to payroll in Majuro;
5. Receives and reconciles Bank Statements against Government General Ledger to determine accuracy and correctness;
6. Make monthly reports to Chief, Finance and Accounting in Majuro on the status of General Fund Account;
7. Prepares Financial Management System input documents to record amount of purchase order, cash receipt, disbursement check, journal voucher, travel authorization, travel advance and payroll advance;
8. Receives and reviews travel authorization before assigning a number and compute transportation fare, incidental expense allowance and Medical fee;

9. Maintain all paper works as evidence documents for auditing;
10. Performs other related duties as assigned

**MAIN DUTIES AND OUTCOMES:**

- 1.1 Ensure the amount which reduces outstanding commitments or fund balance available based upon valid obligation documents are recorded;
- 2.1 Ensure funds are available before assigning number for that account payable voucher prior to the processing of the payment check.
- 3.1 Ensure daily cash collections from individual including business sectors are received and logged;
- 3.2 Provide information to the Account Payable Supervisor in time of need.
- 4.1 Ensure the time and attendance reports are corrected and adjusted before transmitted to payroll in Majuro;
- 4.2 Ensure the time and attendance reports are received and reviewed.
- 5.1 Ensure Bank Statements are reconciled.
- 5.2 Provide Bank Statements to the Account Payable Supervisor when needed.
- 6.1 Provide monthly reports to Chief, Finance and Accounting in Majuro on the status of General Fund Account;
- 7.1 Ensure Financial Management System input documents are recorded.
- 7.2 Ensure amount of purchase order, cash receipt, disbursement check, journal voucher, travel authorization, travel advance and payroll advance are recorded accordingly.
- 8.1 Ensure travel authorization are received and reviewed before assigning a number and ensure transportation fare, incidental expense allowance and Medical fee are prepared on time.
- 8.2 Provide information to the Ministries regarding the circulation of the Travel Authorization.
- 9.1 Ensure all paper works as evidence documents for auditing are maintained;
- 9.2 Provide information to the immediate supervisors for any time when needed.

10.1 Do other related duties as assigned.

**DESIRABLE REQUIREMENTS:** Graduation from a recognize college or university with a major in Accounting or other related field, plus three (3) years of work experience in the field. OR, any combination of education and experience which may be acceptable to the Public Service Commission.

**FILING INSTRUCTIONS:**

Secure application forms from the Public Service Commission's Office in Majuro or Ebeye or may inquire further by contacting PSC email addresses: [pscrmi@ntamar.net](mailto:pscrmi@ntamar.net)

The Completed application must be received at the Public Service Commission by **23<sup>rd</sup> day of November, 2018 by 5pm**

Issued by the Public Service Commission on this **09<sup>th</sup> day of November, 2018**

  
Chairperson, PSC

  
Commissioner, PSC