



Ministry of Finance Banking & Postal Services

Government of the Republic of the Marshall Islands

JOB DESCRIPTION

Position Title:	Senior Financial Analyst (Audit Support)	
Status of Post	Short Term Contract (Two Years)	
Grade:	PL – Ungraded	Salary: \$50,000 Per Annum
Classification Level	Level –	
Ministry/Agency	Ministry of Finance, Banking, & Postal Services (MOFBPS)	
Location:	Majuro	
Reports to:	Assistant Secretary for Accounting, IT, & Payroll	

JOB PURPOSE:

The primary objective of this role is to provide support to the Ministry of Finance's (MOF) Accounting Division to enhance accounting practices, financial reporting, and internal control processes, with a particular focus on providing accounting and audit advisory support to the Government's Component Units (refer to Annex A).

MAIN RESPONSIBILITIES:

1. Provide accounting and audit advisory support to the MOF Accounting Management and staff.
2. Assist the Government's Component Units in reviewing financial statements and reports to ensure compliance with applicable accounting standards (e.g., IFRS, GAAP, GASB).
3. Support the MOF in maintaining accurate and up-to-date records of all financial transactions.
4. Review the recording, classification, and summarization of financial transactions to ensure compliance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards.
5. Assist the MOF Accounting Division with the monthly bank reconciliation process for all GRMI accounts.
6. Support the preparation and monitoring of year-end closing for the GRMI accounts in coordination with the relevant MOF staff.
7. Aid in the preparation of financial statements, general ledgers, bank statements, trial balances, and other required documents for the GRMI's Single Audit.
8. Support Component Units by conducting a quarterly review of the state of their general ledgers and all related SL-GL reconciliations. Agree on corrective action plans and target dates with the Finance Heads/CFOs of entities with issues.
9. Review the trial balances and financial statements of the component units before the commencement of their respective audits.
10. Assist in the preparation of Management Discussion and Analysis for the GRMI and the Component Units.



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11. Assist in the preparation of the Notes to Financial Statements for the GRMI and the Component Units.
12. Assist in the annual audit process, including timely responses to auditors' requests and inquiries.
13. Provide assistance to the MOF's audit focal point(s) during the audit period.
14. Recommend corrective action plans, policies, procedures, and internal regulations/guidelines to address findings and deficiencies identified in the Government's Single Audit and Component Unit audits.
15. Assist in the implementation and completion of corrective action plans, policies, procedures, and internal regulations/guidelines to address audit findings in the Government's Single Audits.
16. Prepare monthly management reports on the status of the Component Units' audits.
17. Contribute to team efforts by achieving related results and collaborating with colleagues.
18. Perform other related duties as required to enhance the effectiveness and efficiency of the Accounting Division in relation to the Government's Single Audit and Component Unit audits.

MINIMUM QUALIFICATIONS:

- Graduated from a University or College with a Bachelor's Degree in Accounting.
- Must hold an active Certified Public Accountant (CPA) license or Chartered Accountant (CA) certificate in good standing
- Minimum of 5 years of work experience in relevant field (e.g., accounting, auditing, or taxation)
- Minimum of 2 years in either public accounting, financial reporting or tax advisory
- Familiarity with relevant accounting software and systems (e.g., Quickbooks, SAP, or Oracle)
- In-depth knowledge of accounting standards such as GAAP or IFRS
- Proficiency in financial analysis, auditing and internal controls
- Advanced Proficiency in Microsoft Excel and other financial tools
- Demonstrate knowledge of RMI relevant laws, regulations, procedures and policies.
- High level of interpersonal and organizational skills.
- Excellent ability to facilitate effective oral and written communication.
- Good knowledge of the use of standard office equipment and computer applications.
- Ability to work well under pressure.
- Excellent leadership and management skills.
- Demonstrates ability to function both independently and in collaboration with other professionals.
- Must be able to drive an automatic transmission vehicle.



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Annex A: Component Units

- *Discretely Presented Component Units:*
 - Air Marshall Islands
 - Marshalls Energy Company
 - Marshall Islands Development Bank
 - Marshall Islands Marine Resources Authority
 - Marshall Islands National Telecommunications Authority
 - Marshall Islands Shipping Corporation
 - Republic of the Marshall Islands Ports Authority
 - Tobolar
 - College of the Marshall Islands
 - Kwajalein Atoll Joint Utilities Resources
 - Majuro Water & Sewer Company
 - Office of Commerce, Investment, & Tourism
- *Blended Component Units:*
 - Marshall Islands Scholarship Grant & Loan Board
 - Marshall Islands Judiciary Fund
 - Health Care Revenue Fund
 - Marshall Islands Health Fund

