



# Ministry of Finance Banking & Postal Services

Government of the Republic of the Marshall Islands

## **JOB DESCRIPTION**

<b>Position Title:</b>	Accountant I (Extraordinary Needs Distribution)	
<b>Status of Post</b>	One Year (with possibility of extension)	
<b>Grade and Salary (P/L):</b>	PL – Ungraded	<b>Salary:</b> \$21,000
<b>Ministry and Division:</b>	Ministry of Finance	<b>Division:</b> Accounting
<b>Location:</b>	Majuro	
<b>Reports to:</b>	Deputy Chief Accountant	

**JOB PURPOSE:** The Accountant I is responsible for processing and managing Extraordinary Needs Distribution (END)–funded accounts payable, including verifying system invoices, reviewing payment requests, and preparing month-end accounts payable reports. The position also assists with payroll functions related to END-funded personnel and performs other duties of the Accounting Division as assigned by the Deputy Chief Accountant.

### **KEY RESPONSIBILITIES:**

1. Review payment requests to ensure compliance with Government policies, procedures, and relevant donor or partner guidelines.
2. Process payments based on approved legal agreements such as purchase orders, budget request vouchers (BRVs), etc.
3. Reconcile expenses by verifying receipts, reports, and ensuring all supporting documentation are provided prior to processing payment.
4. Ensure timely and accurate payment processing.
5. Report transaction discrepancies to the Deputy Chief Accountant and the relevant END Program personnel.
6. Provide guidance to line Ministries & Agencies on accounts payable policy requirements and processes.
7. Address inquiries related to END accounts payable matters.
8. Assist the Chief of Payroll in processing the Government's payroll accurately and on schedule, with a particular focus on END payroll.
9. Manage END employee deductions, tax withholdings, and benefit-related transactions in accordance with national and external partner regulations.
10. Ensure payroll compliance with local labor laws, tax requirements, and external partner guidelines.
11. Verify END timesheets and ensure all supporting documentation are provided prior to processing payroll.
12. Address employee inquiries related to payroll, deductions, and compensation.



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13. Support internal and external audits by providing necessary documentation in a timely manner.
14. Maintain confidentiality and security of END payroll records and sensitive employee information.
15. Assist the END Monitoring & Evaluation Unit (M&E Unit) and the Accounting Division with the required financial reporting to ensure reports accurate and provided in a timely manner.
16. Address inquiries related to budgetary matters.
17. Provide regular reports and updates to the M&E Unit and the Accounting Management upon request.
18. Contribute to team efforts by achieving related results and collaborating with colleagues.
19. Perform other related duties as required to enhance the effectiveness and efficiency of the M&E Division and the Accounting Division.

## **DESIRABLE REQUIREMENTS:**

### **Qualifications:**

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 3 years of relevant experience in accounting, audit, or financial reporting.
- Must be able to drive a vehicle and have a valid driver's license.

### **Skills:**

- Experience with accounts payable processing systems and travel accounting procedures.
- Strong knowledge of national financial regulations and external partner compliance standards.
- Excellent attention to detail, analytical skills, and organizational abilities.
- Strong knowledge of accounting standards and internal control frameworks.
- Excellent organizational, analytical, and communication skills.
- Proficiency in financial systems and Microsoft Office Suite (especially Excel).
- Familiarity with Government Financial Reporting Frameworks (e.g., IPSAS, IFRS, GAAP for Governments).
- Demonstrate knowledge of RMI relevant laws, regulations, procedures and policies.
- 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.
- Demonstrates ability to function both independently and in collaboration with other professionals.

