



Ministry of Finance Banking & Postal Services

Government of the Republic of the Marshall Islands

JOB DESCRIPTION

Position Title:	Senior Financial Analyst (END)	
Status of Post	One Year (with possibility of extension)	
Grade:	PL – Ungraded	Salary: \$50,000
Ministry/Agency	Ministry of Finance	Division: Accounting
Location:	Majuro	
Reports to:	Assistant Secretary for Accounting, IT & Payroll	

POSITION SUMMARY

The primary objective of this role is to provide support to the Accounting Management to ensure accurate financial reporting, compliance with applicable regulations, effective budget management, and the provision of strategic financial guidance to support the organization's objectives, with a particular focus on Extraordinary Needs Distribution (END) transactions, financial reports, and audits.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Provide accounting support on END financial transactions to the Accounting Management and staff.
2. Prepare and maintain accurate END financial statements and reports in compliance with applicable accounting standards (e.g., IFRS, GAAP)
3. Maintain accurate and up to date records of all END financial transactions.
4. Monitor financial position, financial performance, & internal funds cash flows for END fund.
5. Supervise the recording, classifying, and summarizing of END financial transactions and events in accordance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
6. Assist with the preparation of bank reconciliations for all GRMI accounts on a monthly basis.
7. Assist with the reconciliations of all the General Ledger accounts (e.g., Accounts Receivable, Grants Receivable, Travel Advances, Inter-Fund Accounts, Accounts Payable, etc.)
8. Prepare required END grant financial reports (i.e., quarterly, annual and closing reports).
9. Assist with the preparation and monitoring of year-end closing of the GRMI accounts in coordination with the relevant staff.
10. Assist in the preparation and in recommending policies, procedures, and internal regulations/guidelines governing the processing of purchase requisitions, purchase orders, cash receipts, cash disbursements, as needed.
11. Prepare END audit schedules and reports relevant and necessary for the GRMI's annual audit.
12. Assist in the annual audit process, including responding to the auditor's requests and inquiries on END transactions as quickly as possible.
13. Contribute to team effort by accomplishing related results.

REQUIRED QUALIFICATIONS, SKILLS AND ABILITIES

- Graduated from a university with a Master's degree in Accounting and minimum of Bachelor's Degree in Accounting
- Must hold an active Certified Public Accountant (CPA) license or Certified Accountant (CA) certificate in good standing
- Minimum of five (5) years of work experience in relevant field (e.g., accounting, auditing or taxation)
- Minimum of two (2) years in either public accounting, financial reporting or tax advisory

PREFERRED QUALIFICATIONS, SKILLS AND ABILITIES

- Familiarity with relevant accounting software and systems (e.g., QuickBooks, SAP or Oracle)
- In-depth knowledge of accounting standards such as GAAP or IFPS
- 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 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
- Demonstrate ability to function both independently and on collaboration with other professionals
- Must be able to drive an automatic transmission vehicle