



Ministry of Finance Banking & Postal Services

Government of the Republic of the Marshall Islands

JOB DESCRIPTION

Position Title:	Accounts Receivable Accountant	
Status of Post	Short Term Contract (One Year)	
Grade:	PL – Ungraded	Salary: \$24,000 Per Annum
Ministry/Agency	Ministry of Finance	Division: Accounting Division
Location:	Majuro	
Reports to:	Deputy Chief Accountant	

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. This position will focus particularly on accounting and audit support activities related to travel advances.

MAIN RESPONSIBILITIES:

1. Provide technical accounting support for transactions related to travel advances.
2. Prepare, reconcile, & liquidate travel advances on a daily basis.
3. Support month-end and year-end closing procedures, ensuring accurate reporting of travel advances.
4. Collaborate with internal and external auditors by providing required documentation and explanations.
5. Monitor and help improve internal controls over travel advances.
6. Assist in the development and implementation of improved accounting policies and procedures.
7. Prepare financial reports and schedules for management review and audit purposes.
8. Conduct periodic reviews and follow-ups on outstanding travel advances.
9. Identify and escalate discrepancies, risks, or inefficiencies in accounting processes.
10. Participate in training and capacity-building initiatives for MOF accounting staff.
11. Assist the Accounting Management by addressing audit findings pertaining to travel advances & implementing corrective actions, including tracking progress.
12. Assist the Accounting Management by reviewing existing internal control policies and procedures related to travel advances.
13. Assist the Accounting Management by proposing recommended changes to existing internal control policies and procedures related to travel advances.
14. Coordinate and perform regular reconciliation of travel advances with the general ledger.
15. Provide regular reports and updates to the Accounting Management on the status of travel advances in relations to audit compliance.
16. Contribute to team efforts by achieving related results and collaborating with colleagues.
17. Perform other related duties as required to enhance the effectiveness and efficiency of the Accounting Division in relation to the Government's Single Audit.



P.O. Box D
Majuro, MH 96960



(692)625-8311/8835



rmimof.com



ayakoye@rmigov.mh



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MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of 3 years of relevant experience in accounting, audit, or financial reporting.
- Experience working with grants or donor-funded projects is an asset.
- 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.
- 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.
- Demonstrates ability to function both independently and in collaboration with other professionals.
- Must be able to drive a vehicle and have a valid driver's license.