



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498
 • Email: pscrmi.recruit@gmail.com • Webpage: pscrmi.net

EA NO: RMI-099-24
OPENING DATE: 06/11/2024
CLOSING DATE: Until filled

EMPLOYMENT ANNOUNCEMENT
CM of 05/31/24

Position Title:	Health Fund Reconciliation Specialist	
Grade and Salary (P/L):	Grade: PL 10/1-10/3	Salary: \$18,000.00-\$20,000.00 per annum.
Ministry and Division:	Ministry of Health and Human Services	Bureaus of Administration, Personnel & Finance
Location:	Majuro	
Reports to:	Chief Accountant	

JOB PURPOSE: To perform reconciliation tasks related to the health fund account, especially off island medical referral transactions under the Medical Referral Office. This person reports to the Chief Accountant & the Finance Director and is responsible for all reconciliation for the Health Fund Account.

KEY RESPONSIBILITIES:

1. Conduct monthly reconciliation on the Health Fund Account financial transaction specifically of island medical referral financial transactions.
2. Coordinate with the Medical Referral office to conduct a comprehensive review of the monthly off island medical referral third party administration (TPA) replenishment documents.
3. Health Fund financial focal point of contact for the off island medical referral third party administration (TPA)
4. Assist Chief Accountant & Finance Director during audit.
5. Perform other duties within the capacity, qualification, and experience normally expected from person occupying this position.

MAIN DUTIES AND OUTCOMES:

- 1.1 Conduct monthly reconciliation of Health Fund bank account:
 - a. Health Fund BOMI
 - b. TPA bank accounts (US & HP)
- 1.2 Assist the Medical Referral Office in entering Health Fund receipts.
- 1.3 Report any discrepancies to the Chief Accountant

- 2.1 Coordinate monthly with the Medical Referral office to review the third-party administration (TPA) replenishment documents:
 - a. Health Fund BOMI Ensure that all replenishment documents reflected in the contact between the Ministry & the TPA are submitted.
 - b. Ensure that all documents submitted are valid and accurate
- 2.2 Prepare the monthly TPA replenishment payment request and submit for endorsement.
- 2.3 Report any discrepancies to the Medical Referral Office Director and the Chief Accountant.
- 3.1 Health Fund Financial focal point of contract for the off island medical referral program third administration (TPA).
- 4.1 Assist Chief Accountant & Finance Director before, during & after audit
- 4.2 Prepare report & supporting documents in the field of the Health Fund account, specifically the off island medical referral program third party administration (TPA) during audit.
- 5.1 Assist with daily operations of the Account Division and the Finance Department (as needed)
- 5.2 Adhere to and cooperate with all policies and procedures of the Ministry of Health & Human Services and relevant legislations of the Government of the RMI.
- 5.3 Contribute to team effort by accomplishing related results (as needed)

DESIRABLE REQUIREMENTS:

Qualifications:

- Bachelor Degree in Accounting and five (5) years of experience in the accounting field.

Skills:

- Demonstrate work experience in accounting field specifically reconciliation skills Bookkeeping/ Accounting knowledge
- High level of interpersonal skills and the ability to facilitate effective communication among all level of staff, patient and outside organizations;
- Attention to detail
- Reliable with excellent timekeeping
- Self-motivated with a willing and friendly approach
- Demonstrate ability to function both, independently and in collaboration with other professionals.

FILINF INSTRUCTIONS:

Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more information, please contact the email address: (pscrmi.recruit@gmail.com).

Issued by the Public Service Commission on this *11th of June, 2023*



Mr. Michael Konelios
Chairman, PSC



Ms. Amenta Matthew
Commissioner, PSC

Mr. Jendrikdrik Paul
Commissioner, PSC