



REPUBLIC OF THE MARSHALL ISLANDS
MARSHALL ISLANDS MARINE RESOURCES AUTHORITY
P.O. Box 860, Majuro, Marshall Islands, MH 96960

MIMRA is in need of a QUALIFIED APPLICANT to fill the position of:

Chief Accountant/Corporate Service

The Marshall Islands Marine Resources Authority (MIMRA), is the regulating agency for fisheries activities in the Marshall Islands. MIMRA is requiring the services of an experienced Chief Accountant/Corporate Service to be responsible for financial management implementation and oversight.

The Chief Accountant/Corporate Service based in Majuro will be responsible for undertaking the financial management, recording and reporting aspects of the Marshall Islands Marine Resources Authority and will be responsible for ensuring all financial transactions and reporting requirements conform with the requirements of the Republic of the Marshall Islands.

QUALIFICATIONS:

Must possess a Bachelor of Accountancy degree from a reputable college or university, preferably a Certified Public Accountant (CPA) Board passer. A post-graduate qualification though not required is an advantage. At least five (5) years experience in a government or multi-disciplinary environment and be responsible of all reportorial requirement of the Agency. Competent in using Quickbooks Accounting software or similar database systems. Must have experience in internal audit and preparation of payroll and shall be a team player.

DUTIES and RESPONSIBILITIES:

- Maintain and oversee the day-to-day operation of the Finance Division, e.g. Accounting, Planning and Reporting functions of the Agency, including maintaining appropriate financial records and supporting documentation of all project income, expenditures and other transactions that meet audit requirements;
- Prepares annual short-term planning and/or budget, and prepare budget policies, guidelines and timetable in accordance with the Agency's requirement for administration and operation;
- Monitoring cash flows for the Agency and prepares cash analysis on a monthly basis;
- Prepares quarterly financial statement as required or as the need arises;
- Review, formulates and implement internal control procedure and formulate new procedure to enhance existing policies;
- Supervise and train Accounting/CSD staff (as well as other staff as the needs warrant);
- Perform monthly reconciliation of all accounts needing one and ensure that all accounts and related financial records is done on a timely basis;
- Performed other duties that may be assigned from time to time;
- Detailed duties and responsibilities will be presented to the qualified applicant during the interview.

DURATION OF THE POSITION:

The position will be for an initial two (2) year period with a probationary period of six (6) months. An annual performance review will determine whether the contract will continue. This is a full time position and may be extended based on satisfactory performance.

Interested applicants may submit personally to MIMRA or send their resume' complete with detailed job description together with an application letter, transcript of records, diploma and/or certificates with 2x2 pictures to jquijano@mimra.com, or you can visit MIMRA's website: www.mimra.com.

Deadline of submission – September 30, 2022.