



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

Is in NEED OF A QUALIFIED APPLICANTS to fill up the position of the following:

- Chief Finance Officer
- Market Accountant
- IT Assistant/Technician

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 experience Chief Finance Officer/Corporate Service and a Market Accountant to be responsible for financial management implementation and oversight.

The Chief Finance Officer/Corporate Service based in Majuro will be responsible for undertaking the financial management, recording and reporting aspects of the Marshall Islands Marine Resources and will be responsible for ensuring all financial transactions and reporting requirement that conformed with the requirements of the RepMar.

The Market Accountant shall also be based in Majuro but from time to time will be required to travel to the other Fisheries Market based on the outer-islands.

The IT Assistant/Technician will be assisting the IT Supervisor in overseeing the system and MIMRA's daily operation. Ensuring that all organization technology runs smoothly and efficiently. He/she will be in-charge on maintenance of hardware and ensuing that the equipment are clean and working accordingly.

QUALIFICATIONS (Chief Finance Officer/ Market Accountant/IT Assistant-Technician)

Chief Finance Officer: He/she must possess a **Bachelor Degree in Accounting, Finance and related field** from a reputable college or university. Preferably a Certified Public Accountant-CPA board passer, Preferably a Certified Public Accountant (CPA-Board Passer but not required), or a Charter Accountant for that matter. Related experience in this position is a plus and will be taken into consideration. A post-graduate qualification though not required is an advantage. At least **five (5)** year experience in a government or multi-disciplinary environment and be responsible of all reportorial requirement of the Agency. Shall have an experience dealing with the external Auditors and shall be competent in using QuickBooks Accounting software or similar database systems. Knows how to prepare payroll, processing and preparation of Journal Entries. Shall also be a team player and experience in internal audit is a big advantage.

Market Accountant: He/she must possess an Associate Degree with concentration in Accounting, a Bachelor degree is plus and an advantage. Shall have a five (5) year experience in Accounting and is a team player. He/she will have background in preparation of reports for the government reportorial requirement such as, preparation of withholding tax remittance to RepMar and preparation of MISSA quarterly remittance and shall know how to process payroll and preparation of Journal Entries. Shall also have background in check processing and assignment of accounts. Shall be a team player.

Support/Technician, he/she shall be at least with an Associate Degree and with 2 years related experience with computer hardware maintenance.

Detailed duties and responsibilities will be presented to the qualified applicants.

DUTIES and RESPONSIBILITIES (Chief Accountant)

- 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;
- Salaries will commensurate to qualification and experience.

DUTIES and RESPONSIBILITIES (Market Accountant)

- Oversee the day-to-day operation of the market and check everything is in order specially the processing of check payments and ensure that only one of the signatory(s) of the check shall be one from the market and one from the MIMRA office;
- Ensure that funds for each Project are accounted for properly deposited to the designated bank account. Prepares daily sales report and ensure that all deposit slips are attached to report;
- Monitor charges from employees and list all receivable to be submitted to the MIMRA office for payroll deduction;
- Prepares monthly bank reconciliation and other accounts that need to be reconciled;
- Prepare the quarterly Financial Reports or as the need arises, and provide accurate financial information at such other times as requested for management and review purposes;
- Contribute to an effective team operation within MIMRA by assisting other staff in the execution of their duties, attending and participating in project team meetings, close liaison with other developmental programs within MIMRA and identifying ways to improve the efficiency, accountability and performance of the project;
- Assist with the preparation of annual budgets for both MIMRA and the market (OIFMC and KAFMC) in coordination with the work plan and procurement plan;
- Performed any other tasks deemed necessary.

DUTIES and RESPONSIBILITIES (IT Assistant/Technician)

- Ensuring that all organization technology runs smoothly and efficiently. He/she will be in-charge on maintenance of hardware and ensuring that the equipment are clean and working accordingly.
- Ensuring that all IT equipment were clean and working accordingly
- Shall have to support MIMRA employees need for help on fixing their printers, processor and etc.
- Shall performed other tasks that maybe assigned by IT Supervisor from time to time.

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. Salaries will commensurate to experience.

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 jacibo@mimra.com, or you can visit MIMRA's website: www.mimra.com.

Deadline of submission – November 14, 2024