



MIMRA Position Description													
1	Authority: Marshall Islands Marine Resources Authority												
2	Job Title: Accountant, OIFMC Market												
3	Pay Level:												
4	<p>Location and Working Conditions:</p> <ul style="list-style-type: none"> • Position Location: Majuro • Two- year contract with 6-month probation period and possibility of extension subject to performance evaluation. • Full time (40 hours per week). • Occasional domestic and international travel for meetings, consultations, workshops and/or training. • May spend long hours sitting and using office equipment and computers, which can cause muscle strain. Will also have to do some lifting of materials and supplies from time to time. • The position is located in a busy, open area office and may be faced with constant interruptions and must meet with others on a regular basis. • Must balance hours on computer drafting/reviewing reports and face-to-face interactions with staff and visitors. • There are a number of deadlines associated with this position, which may cause significant stress. Must also deal with a wide variety of people on various issues. 												
5	Purpose: The Accountant is fiscally responsible for all matters relating to the administration of the Coastal-OIFMC. She/He will report directly to the OIFMC Market Manager.												
6	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Position Responsibilities/Duties:</th> <th>Performance Indicators:</th> </tr> </thead> <tbody> <tr> <td>6.1 Update financial spreadsheets with daily transactions</td> <td> <ul style="list-style-type: none"> • All authorized transactions are inputted in the accounting system. </td> </tr> <tr> <td>6.2 Prepare balance sheets</td> <td> <ul style="list-style-type: none"> • All assets are properly recorded and liabilities are paid on time. </td> </tr> <tr> <td>6.3 Track and reconcile bank statements</td> <td> <ul style="list-style-type: none"> • Bank accounts are monthly reconciled and statement reports are generated. </td> </tr> <tr> <td>6.4 Create cost analysis reports (fixed and variable costs)</td> <td> <ul style="list-style-type: none"> • Cost summary is reported and disclosed. </td> </tr> <tr> <td>6.5 Process tax payments</td> <td> <ul style="list-style-type: none"> • Compliance in the RMI Tax laws and paid on time. </td> </tr> </tbody> </table>	Position Responsibilities/Duties:	Performance Indicators:	6.1 Update financial spreadsheets with daily transactions	<ul style="list-style-type: none"> • All authorized transactions are inputted in the accounting system. 	6.2 Prepare balance sheets	<ul style="list-style-type: none"> • All assets are properly recorded and liabilities are paid on time. 	6.3 Track and reconcile bank statements	<ul style="list-style-type: none"> • Bank accounts are monthly reconciled and statement reports are generated. 	6.4 Create cost analysis reports (fixed and variable costs)	<ul style="list-style-type: none"> • Cost summary is reported and disclosed. 	6.5 Process tax payments	<ul style="list-style-type: none"> • Compliance in the RMI Tax laws and paid on time.
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6.6	Support monthly payroll and keep organized records	<ul style="list-style-type: none"> Employees are compensated and well managed files.
6.7	Record accounts payable and accounts receivable	<ul style="list-style-type: none"> Payables and receivables are reflected in the financial reports.
6.8	Process invoices and follow up with clients, suppliers and partners as needed	<ul style="list-style-type: none"> Vendors are paid and receivables are collected.
6.9	Provide administrative support during budget preparation	<ul style="list-style-type: none"> Draft budget be prepared for review and approval.
6.10	Participate in quarterly and annual audits	<ul style="list-style-type: none"> Documents for audit are prepared before engagement.
6.11	Strictly adhere to MIMRA's policies and procedures including promotion of code of conduct	<ul style="list-style-type: none"> Policy is followed and properly implemented.
6.12	Other duties: Perform such other duties as may be assigned by the Chief Corporate Services & Finance Division	Tasks are accomplished and thorough concern for all areas involved are completed.
7	Reports Directly to:	OIFMC Market Manager.
8	Person Specification for this Post: Must be willing to work beyond office hours and render overtime when called for and must pay attention to detail.	
8.1	Role Related Skills/Capacity:	<ul style="list-style-type: none"> Good knowledge of accounting and bookkeeping procedures Advanced MS Excel skills (creating spreadsheets and using financial functions) Familiarity
8.2	Communication and Language Skills: <ul style="list-style-type: none"> Fluent in English 	
8.3	Personal Attributes: <ul style="list-style-type: none"> Organizational and time-management skills Attention to detail, with an ability to spot numerical errors 	

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8.4	Education: <ul style="list-style-type: none"> BSc degree in Finance, Accounting or Economics preferable, OR degree in the above fields with two years of relevant professional experience 	
8.5	Experience: <ul style="list-style-type: none"> At least with a three (3) year proven experience as a Finance Assistant, Finance Officer or similar role; Good knowledge of accounting and bookkeeping procedures; Advanced MS Excel skills (creating spreadsheets and using financial functions); Familiarity with accounting software (e.g. QuickBooks); Organizational and time-management skills; Attention to detail, with an ability to spot numerical errors.	
9	Endorsement:	
9.1	Executive Director	Name: Sign: Date:
9.2	Accountant (I certify that I have read and fully understand the responsibilities assigned to this position)	Name: Sign: Date:

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