

# Accountant

Call ID: NAD-DSS-000144-2023

Where: Majuro, Marshall Islands

When: Sep 27, 2023 - Jun 30, 2025

## Summary

- Oversees all financial aspects of the Delap Adventist Schools' day to day operations such as approving purchase orders, paying bills and suppliers, drafting bank payment transactions, reconciling accounting records, etc.
- Prepares financial statements and budgets to present to the School Board and to Guam Micronesia Mission of Seventh-day Adventists (GMM) and to other entities when necessary.
- Primarily in charge of financial statements and supporting documents for audit.
- Prepares schools' payroll details and send to GMM for them to report to ROM government and to North American Division of Seventh-day Adventists.
- Assists the Principal and Vice-Principal with staff related transactions
- Lead in staff worship on days assigned
- Assist in other duties as assigned by the principal and school board, for example, Teaching

## Destination

Majuro Marshall Islands

## Term

Long-Term, 22 - 24 months, Sep 27, 2023 - Jun 30, 2025

## Position

Type: Accounting/Business, Total People Required: 1, Target Age: Any

## Finances

Cost: \$1005.16 as adjusted for certification, experience, and degree, Monthly Living Allowance: \$0.00, Local Currency: USD, Finance Type: Regular (Shared Funding)

## Lodging & Food

Water and electricity are dependable, furniture is basic and minimal. Some housekeeping supplies are provided. Volunteer provides their own single-bed sheets, pillow, and towels.

Food/Meals excluded

Restrictions:

- This call is for a Single person
- There are no Child Accommodations

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

### **Health Notes**

Health Clearance is required

### **Dress**

Acceptable:

Acceptable Dress: Men teach in long pants (no jeans) but may wear shorts off campus or after school. Men must wear collared shirts to church meetings. Women must always wear loose fitting skirts and dresses past the knee when going off campus or "in public" on campus. Women may wear modest shorts, slacks or pants only on campus in the evening or when exercising.

Unacceptable:

Unacceptable Dress: Women - Tight and/or short shorts are never acceptable, nor sleeveless or sheer blouses or dresses. A conservative hairstyle is preferred for men and women. Please refrain from bringing or wearing jewelry.

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### **Duties**

- Fluency in English
- BA
- Must be a baptized seventh-day Adventist member and in good standing with the church

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### **Experience**

Experience in accounting

### **Education**

Bachelors

### **Education Concentration**

Business

### **Languages**

English (fluent)

### **Trade Skills**

Administration

Host [« Private »](#)

Host Contact [« Private »](#)

### Travel Documentation

#### Travel

Destination City	Majuro	Destination Airport	Majuro International Airport (MAJ)
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#### Medical

Required Inoculations	Required Inoculations-go to <a href="http://www.cdc.gov">www.cdc.gov</a> and click Travelers' Health, then choose your destination recommendation.	HIV Clearance Required?	Yes
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Medical Recommendations [Hepatitis B](#)

#### Visa

Visa Required?	No	Visa Type	1
Visa Application By	<a href="#">Volunteer / Sponsor</a>		
Work Permit Required?	No		
Work Permit Application By	<a href="#">Volunteer / Sponsor</a>		
Police Clearance Required?	Yes		
Child Protection Required?	Yes		
Send Documentation To	<a href="mailto:gladysguerrero@nadadventist.org">gladysguerrero@nadadventist.org</a>		
Documentation Deadline	Dec 31, 2023		

Visa Travel Details  
[NOT Needed by US Citizens](#)

<b>Interview</b>		<b>Orientation</b>	
Phone Interview Required?	Yes	Orientation on Site?	No
Signed Agreement Required?	Yes	Orientation Stipend?	No

### Travel Advisory

#### Marshall Islands

**1** Exercise normal precautions

**Last Update: Reissued to remove COVID-19 restrictions.**

Exercise normal precautions in the Marshall Islands.

Read the [country information page](#) for additional information on travel to Marshall Islands.

If you decide to travel to Marshall Islands:

- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive security messages and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Country Security Report](#) for the Marshall Islands.
- Visit the CDC page for the latest [Travel Health Information](#) related to your travel.
- Prepare a contingency plan for emergency situations. Review the [Traveler's Checklist](#)????