



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF MUNICIPAL OFFICER (FINANCE) (BS-17) IN LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT (CASE NO. 127G2019)**

### **Main Responsibilities and Tasks**

- 1) Prepare annual and revised budget.
- 2) Management & Control of Local Fund.
- 3) Maintenance of Department Accounts.
- 4) Propose taxes, fees, rates, tolls charges etc.
- 5) Recovery of approved taxes, fees, rates, tolls charges etc.
- 6) Reconcile monthly and annual accounts of receipts and expenditures.
- 7) Display the reconciled account of receipts and expenditures at a conspicuous place for information of general public.
- 8) Place the reconciled annual accounts of receipts and expenditures with audit and public comments below the House of the local government.
- 9) Liaison with audit authorities and preparation of annotation of audit paras.
- 10) Enforce all municipal laws, rules and bye laws relating to the allocated functions: and
- 11) Any other function assigned under Law, Rules and by the Government.

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