



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ACCOUNTS OFFICER (BS-17) IN THE ANTI-CORRUPTION ESTABLISHMENT, PUNJAB (CASE NO.9C2020)

Main Responsibilities and Tasks

<u>Sr. No.</u>	<u>Job Description</u>
1	Pre-inspection/verification of all types of payments at HQ as well as regional offices.
2	Inspection of stock registers/Cash register
3	To prepare/examine the expenditure statements of HQ and Regional offices for information of the Director General and maintenance and reconciliation of record.
4	Processing of Financial Statements (Balance Sheet and Income Tax & Expenditure Accounts).
5	Preparation of replies to audit pares and to get them resolved from the office of D.G Aud/S&GAD.
6	Preparation of Financial Statements/Annual Budgets regarding Non-Development expenditure of HQ
7	Preparation of Working Papers of audit paras for DAC and Special DAC Meetings relating to HQ and to monitor/supervise the audit paras of other regional offices
8	To conduct Administrative inspection for accounts matter of HQ and regional offices.
9	Processing of Financial Statements (Balance Sheet and Income Tax & Expenditure Accounts).
10	Preparation of replies to audit paras and to get them resolved from the office of D.G Audit
11	Preparation of Working Papers of Audit Paras for DAC, Special DAC and DAC Meetings.
12	Process/ pre-audit of bill before submission to A.G office.
13	To co-ordinate with DDO in financial matter.
14	Any other assignment entrusted by the Director General/A.DG.