



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR RECRUITMENT TO TWENTY (20) (INCLUDING 04 POSTS RESERVED FOR WOMEN QUOTA, 02 POSTS RESERVED FOR SPECIAL PERSONS QUOTA AND 01 POST RESERVED FOR MINORITY QUOTA) POSTS OF ACCOUNTANT (BS-15) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB FOOD AUTHORITY, FOOD DEPARTMENT (37-RJ2023).

MAIN RESPONSIBILITIES AND TASKS

1. Reports to Assistant Director (Finance).
2. Preparing financial statements and Bank Reconciliation.
3. Check Bank Deposit Profit Return / Daily transfer of Fund from current to saving account.
4. Salary preparation (Regular / Contract/ Contingent Staff).
5. Prepare employee related claims.
6. Prepare budget forecasts.
7. Handle monthly, quarterly and annual closings.
8. Ensure timely bank payments.
9. Compute taxes and prepare tax returns.
10. Pre-Audit financial transactions and documents.
11. Documents financial transactions by entering account information.
12. Recommends financial actions by analyzing accounting options.
13. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
14. Substantiates financial transactions by auditing documents.
15. Maintains accounting controls by preparing and recommending policies and procedures.
16. Guides accounting clerical staff by coordinating activities and answering questions.
17. Reconciles financial discrepancies by collecting and analyzing account information.
18. Secures financial information by completing data base backups.
19. Maintains financial security by following internal controls.
20. Prepares payments by verifying documentation, and requesting disbursements.
21. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
22. Maintains vendor's confidence and protects operations by keeping financial information confidential.
23. Any other task assigned by Higher Authority.

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