



PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

JOB DESCRIPTION FOR THE POST OF ACCOUNTS OFFICER (BS-17) LABOUR & HUMAN RESOURCE DEPARTMENT (PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION) (CASE NO.121M2021)

1. MAIN RESPONSIBILITIES AND TASKS

- i. To maintain books of accounts.
- ii. To prepare Liquidity statement, Funds Flow statement, Expenditure Statement & Staff Deductions..
- iii. To prepare Budget, F-16 (Trial Balance) & Income Tax Statement.
- iv. To prepare and sign the Cheques with other signatories.
- v. To consolidate Final Accounts. To Coordinate with External Auditors / Chartered Accountants & Income Tax Consultant.
- vi. To deal with Bank related matters & issue F-4. F-5 & F-6.
To maintain cash books of current accounts
To maintain & Reconcile Employers in arrears ledger with C-5 registers.
To maintain cheques dishonoured register.
To supervise preparation of Employers in Arrears statement.
To report the over rules vouchers / cases to Additional / Deputy Director (F&A)

2. OCCASIONAL TASKS AND RESPONSIBILITIES

Any official task / responsibility, as and when required.

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