



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST OF ADDITIONAL DIRECTOR AUDIT & EXPENDITURE (CASE NO. 32H-2021)

MAIN RESPONSIBILITIES AND TASKS

1. Responsible for timely processing of vendor Payments.
2. Responsible for timely processing of Payroll.
3. Supervise book keeping and ensure maintenance of proper book of accounts including booking of expenditures related to operational activities at ARCs.
4. Reconciliation of expenditures with AG office, treasury office and with all bank accounts.
5. Guide ARC staff for operational expenditures.
6. Monitor Advances and there timely clearance.

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