



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ACCOUNTANT (BS-14) LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT (CASE NO.38G2020)

Main Responsibilities and Tasks

1. To assist MO (F) in accounts related matters.
2. Initial scrutiny of salary bills, contingent bills as well as development bills.
3. Preparation of cheques of vouched bills.
4. Preparation and maintenance of cash book.
5. Maintenance of accounts (i.e. ECR & classified).
6. Maintenance of Budget Control Register.

Occasional Tasks and Responsibilities

- a. Any other function assigned under Law, Rules and by the Government.

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