



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POSTS OF ASSISTANT DIRECTOR FINANCE / ACCOUNTS / AUDITS (BS-17) IN THE AGRICULTURE DEPARTMENT (SEED CORPORATION OF PUNJAB) (CASE NO.23G2021)**

### **Main Responsibilities and Tasks**

1. To Plan, organize, coordinate and control and Finance and Accounting activities related to the receipt, safe custody, disbursement and banking of company's fund.
2. Ensure that all the Corporation's cash collections are properly accounted for and deposited into the Bank in time.
3. Ensure that all the payments are properly authorized.
4. Direct the prompt preparation of cheques and ensure the adequacy of funds in the Bank Accounts before issuing the cheques.
5. Ensure adequate control over petty cash / cheque books all cash receipts & payments.
6. Maintain control over all sorts of Bank Transactions.
7. Check the markup charged on borrowing or interest paid by the Banks on the Accounts of the Corporation and other charges debited by the Bank.
8. Responsible for prompt preparation of Bank reconciliation statement on regular basis.
9. Ensure timely preparation of payroll of all employees of Corporation working at HQ Office.
10. Issue certificates to suppliers and contractors for tax deducted at source to facilitate file their tax returns.
11. Funds are remitted to & from Head Office to field & vice versa to ensure that each & every transaction has been correctly accounted for reconciled & vouchered.
12. Preparation of the cash flow statement investment of the surplus funds of the Corporation by calling bids, their analysis.
13. Carry out any other duties assigned to him by his superior.

\_\_\_\_\_END OF DOCUMENT\_\_\_\_\_