



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ASSISTANT ACCOUNTS OFFICER (BS-16) IN INFORMATION & CULTURE DEPARTMENT CASE NO (78H2021).

MAIN RESPONSIBILITIES AND TASKS

JOB TITLE: ASSISTANT ACCOUNTS OFFICER.

ASSISTANT ACCOUNTS OFFICER JOB PURPOSE.

Protects assets for company or organization, ensures financial discipline in all matters.

Assistant Accounts Officer Job Duties.

1. Keeps custody of Petty Cash and prepares Petty Cash Receipt and Payment Vouchers including Cash Reimbursement Summary as & when required.
2. Maintains Cash Books of the Council.
3. Keeps cash in safe custody and restricts access of cash to authorized personnel only.
4. Prepares all receipt, payment & journal vouchers of the Accounts.
5. Prepares monthly payroll and transfers salaries to bank accounts.
6. Assists in monthly closing of the Accounts.
7. Assists in Internal & External Audit.
8. Assists in filling of tax returns and statements.
9. Liaisons with Finance Department, Treasury and AG/DAO.

Occasional Tasks and Responsibilities.

REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Leader Qualities.
2. Administrative Ability.
3. Communication Skill.
4. Financial Responsibility.
5. Writing Skills

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