

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF CASHIER (BS-14) 34E2017

Main Responsibilities and Tasks

1. To receive and disburse funds from Government departments.
2. To maintain the record of monetary transactions.
3. To compile collections, disbursement and bank reconciliation reports.
4. Itemize and total purchases by recording prices, departments, taxable and in-taxable items.
5. To operate cash registers.
6. Resolution of audit paras and related meetings.
7. Any other financial assignment is required.

Occasional Tasks and Responsibilities

1. As assigned by the authority.

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