



Shaheed Zulfikar Ali Bhutto Institute of Science & Technology

JOB DESCRIPTION

JOB TITLE: Accounts Officer	DEPARTMENT: ORIC
POSITION REPORTS TO: Director ORIC	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.2. Documents financial transactions by entering account information.3. Makes posting of paid cheques in the Peachtree software for maintenance of the data base.4. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.5. Secures ORIC's financial information, HEC Grants & honorariums details by completing data base backups.6. Reconciles on financial amount collection with MIS and bank statement.	