



REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.07 Responsible for recording month end accounts receivables and submit report in journal entry form.</p> <p>1.08 Perform other office duties as assigned by supervisor.</p>	A-1				<p>1.07 Month end accounts receivables were recorded and report was submitted timely.</p> <p>1.08 All other duties assigned by the supervisor were completed as directed.</p>