

Accounting Department

Accounting Department is a structural unit of Guram Tavartkiladze Teaching University. Its legal status, functions and responsibilities, management organization and structure, as well as other relations connected with the accounting, are defined by the department statute.

Duties and responsibilities:

- Provide complete and reliable information about the economic processes and activities of the university;
- Support internal control of material, labor and financial resources of the university;
- Work out the system for internal entrepreneurial accounting, calculation and control;
- Organize inventorization of the property within the deadlines set by the administration in order to provide reliable data for accounting;
- Provide appropriate documents for cash operations and their reflection in accounting register acting upon the requirements set by the 'Law of Georgia on Bookkeeping and Accounting'.

The department acts upon the Constitution of Georgia, Law of Georgia on Entrepreneurship, University Charter, statutes and other legislative normative acts.

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