

## MANUAL DE DESCRIPCION DE PUESTOS

|   |   |     |       |      |
|---|---|-----|-------|------|
|    | <b>MANUAL DE DESCRIPCION DE PUESTOS</b> |     |       |      |
| Área: Presupuestaria<br>Sistema: Integral de Manuales<br>Procedimiento: Descripción de Puestos  | Referencia:<br>Vigencia:                |     | Hoja: |      |
|   | Día                                     | Mes |       | Año  |
|   | 00                                      | 09  |       | 2013 |
| <b>1. IDENTIFICACION</b>  |   |     |       |      |
| <b>NOMBRE DEL PUESTO:</b> Jefe de Departamento de Presupuesto<br><b>SE REPORTA A:</b> Gerente de la Unidad Financiera Institucional<br><b>OTROS NOMBRES DEL PUESTO:</b><br><b>SUPERVISA A:</b> Encargado de Ejecución Presupuestaria, Encargado de Formulación y Análisis Presupuestario, Ordenanza.  |   |     |       |      |
| <b>2. REQUISITOS MÍNIMOS</b>  |   |     |       |      |
| <b>GRADO ACADÉMICO:</b> Graduado o Egresado en cualquiera de las carreras de Ciencias Económicas o afines al cargo, o experiencia mínima de 3 años en puestos similares relacionados con la administración financiera pública o privada.  |   |     |       |      |
| <b>CONOCIMIENTOS ESPECIALES:</b> <ul style="list-style-type: none"> <li>- Ley Orgánica de Administración Financiera del Estado y su Reglamento y otras disposiciones y normativas relacionadas con la gestión financiera del sector público.</li> <li>- Sistema de Contabilidad Gubernamental; sistemas de información SAFI, Leyes Tributarias y Laborales y conocimientos de auditoría.</li> <li>- Conocimiento del funcionamiento y operatividad de la aplicación informática SAFI.</li> <li>- Ley y Reglamento de Renta e IVA, Ley y Reglamento de la Corte de Cuentas de la República, LACAP, Reglamento de Normas Técnicas de Control Interno de la Corte de Cuentas.</li> <li>- Dominio de aplicaciones informáticas, tales como: procesadores de texto, hojas de cálculo y presentaciones.</li> <li>- Redacción de informes técnicos.</li> <li>- Conocimientos de Contabilidad Gubernamental.</li> </ul> |   |     |       |      |
| <b>HABILIDADES ESPECIALES:</b> Capacidad de Planeación y Organización; trabajo en equipo, toma de decisiones, disposición para trabajar con base a metas y objetivos, buenas relaciones interpersonales, creatividad, facilidad de expresión verbal y escrita, iniciativa y liderazgo.  |   |     |       |      |
| <b>ACTITUD:</b> Proactivo, capacidad para trabajar bajo presión, responsable, discreto y con disposición para trabajar fuera de la jornada laboral y a desplazarse a nivel nacional.  |   |     |       |      |
| <b>3. DESCRIPCIÓN GENERAL</b>   |   |     |       |      |
| Coordinar las actividades relacionadas con la elaboración y consolidación del Proyecto de Presupuesto Institucional, la aplicación de los instrumentos de ejecución presupuestaria y Seguimiento y Evaluación de la Ejecución Presupuestaria, coordinando la participación de las diferentes dependencias de la Institución.  |   |     |       |      |

# Manual De Descripcion De

**Clemens Wendtner**



**Manual De Descripcion De:**

## Decoding **Manual De Descripcion De**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Manual De Descripcion De**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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