

Perform Air International Inc.
Att.52.01 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	05/20/11	Revision to Accountable Manager
2	09/18/12	Revised for consistency
3	02/07/14	Revised to add subordinate management responsibility.
4	01/30/16	Revision to Accountable Manager.
5	01/31/19	Revision to Grade Level and addition of Division Manager.
6	09/26/24	Revision to <i>Qualifications</i>

Position Title: President / Accountable Manager

Grade Level: 11-1011-30

Exemption Status: Exempt

Department: Executive

Division Manager: President

Department Manager: President

Immediate Supervisor: Board of Directors

Duties, Responsibilities and Authority:

This position is responsible for all activities of the organization, and has authority to act on behalf of the repair station in all aspects of the business. This position is the responsible FAA/EASA/CAAC /UK-CAA Accountable Manager.

This position has the authority to enforce all aspects of the system as per policy. This position assumes responsibility for the profitability of the company and must have a thorough knowledge of accounting theory, concepts and practices, as well as strong mathematical and analytical skills. This position prepares or directs the preparation of financial statements, forecasts and budgets. The President is responsible for the integrity of all information distributed both within the company, as well as any outside agencies.

This position must be computer literate with the ability to utilize databases, and all standard software, and to understand technical aspects of the Information Technology Department. The President is responsible for ensuring management of all functions to ensure compliance to all extrinsic standards, as well as internal policies and procedures, and has the responsibility for ensuring the quality of the product meets required standards.

This position requires excellent management and leadership skills for directing and coordinating executive level management, and oversight of departmental management.

In the absence of any subordinate management position, the President will assume the responsibility of that position and all duties and activities required of the position. The President may delegate these duties to any individual as needed.

Qualifications:

Education: *BA or BS Degree plus one of the following Experience or Training requirements fulfilled.*

Experience: *Five years management experience at an executive level.*

Training: *Five years in-house employment and documented training records of at least 150 hours.*