

Perform Air International Inc.
Att.53.01 – Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	07/30/2012	Revised for consistency
2	01/31/2019	Revision to Grade Level and Department Manager and addition of Division Manager.
3	10/31/2021	Revision to Grade Level, Division Manager, Immediate Supervisor & Duties, Responsibilities & Authority
4	09/26/2024	Revision to <u>Qualifications</u>

Position Title: Accounting Manager

Grade Level: 43-1011-13

Exemption Status: Exempt

Department: Accounting

Division Manager: Director of Finance

Department Manager: Accounting Manager

Immediate Supervisor: Director of Finance

Duties, Responsibilities and Authority:

This position is responsible for general accounting and payroll functions within the repair station. This position has the authority and responsibility to oversee the general accounting functions within the organization. This involves the preparation of financial reports, and general statistical data concerning profits, cash, inventory, and employee related expenses. The preservation and protection of all company assets is a responsibility assumed by this position.

This position ensures all records are maintained and reported as per federal agencies related to the organization requirements and that those reports are signed and or filed timely by the executive level management of the company.

The Director of Finance may assign additional duties to this position at any time.

This position may require travel and is at the discretion of the immediate supervisor.

Qualifications:

Education: *High School completion or equivalent plus one of the following Experience and Training requirements.*

Experience: *Two years management experience with responsibility for an Accounting Department.*

Training: *Two years in house employment, and documented training records of at least 50 hours.*