

Perform Air International Inc.
Att.53.03 - 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 addition of Division Manager.
3	10/31/2021	Revision to Grade Level and Position Title
4	01/31/2022	Revision to Division Manager
5	09/26/2024	Revision to <i>Qualifications</i>

Position Title: Accounts Payables Supervisor

Grade Level: 43-3099-07

Exemption Status: Exempt

Department: Accounting

Division Manager: Director of Finance

Department Manager: Accounting Manager

Immediate Supervisor: Accounting Manager

Duties, Responsibilities and Authority:

This position reports directly to the Accounting Manager and is responsible for the calculating and verifying of financial data for use in accounting records. This position is responsible for the Accounts Payables function, the Payroll Entries and all activities associated with them. This position is responsible for account reconciliation of the associated accounts as assigned.

Other responsibilities include the issuance of checks associated with the Accounts Payables function.

The Accounting Manager may assign additional responsibilities of 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 or Training requirements fulfilled.*

Experience: *Two years' experience in an Accounting / Credit / Accounts Receivables position.*

Training: *Training records of at least 50 hours.*