

Perform Air International Inc.
Att.53.05 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Re-release/Initial Issue
1	07/30/2012	Revised for consistency
2	02/28/2013	Revision to Position Title, Immediate Supervisor and Duties
3	01/31/2019	Revision to Grade Level and addition of Division Manager.
4	10/31/2021	Revision to Grade Level, Immediate Supervisor and Duties Responsibilities and Authority
5	01/31/2022	Revision to Division Manager
6	09/26/2024	Revision to Qualifications
7	12/01/2024	Revision to Grade Level

Position Title: Accounting Clerk

Grade Level: 43-3099-06

Exemption Status: Non-Exempt

Department: Accounting

Division Manager: Director of Finance

Department Manager: Accounting Manager

Immediate Supervisor: Accounts Payables Supervisor and Credit / Collection Supervisor

Duties, Responsibilities and Authority:

This position reports to the Accounts Payables Supervisor and the Credit / Collection Supervisor, and is responsible for calculating and verifying financial data for use in accounting records. This position is responsible for filing all payables records, sorting, mailing, and entry of all billing entries daily. This position has responsibility for scanning all accounts payables records and maintaining the files electronically.

The Accounts Payables Supervisor or Credit / Collection Supervisor may assign additional responsibilities of this position at any time.

This position does not require travel.

Qualifications:

Education: High School completion or equivalent **or** High School internship

Experience: This is an entry level position.

Training: Training records with of at least 50 hours.