

Perform Air International Inc.
Att.53.07 – Job Description

| Revision | Revision Date | Revision Change |
|----------|---------------|----------------------------|
| N/I | 05/24/19 | Initial Release/Re-release |

Position Title: Director Accounting

Grade Level: 11-3031-17

Exemption Status: Exempt

Department: Accounting

Division Manager: President

Department Manager: Accounting Manager

Immediate Supervisor: President

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 President 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 with management of the finance and administrative function of at least 50 hours.