



Agriculture Center

| | |
|---|---|
| <p>CEO</p> <p>Assists in some staff meetings throughout the day</p> <p>Prepares and gives speech at Opening Town Meeting</p> <p>Signs all payroll/expense checks and forms</p> <p>Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.</p> <p>Completes Business Evaluation form with supervisor</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p>CFO</p> <p>Places order for supplies online</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO</p> <p>Pays bills as they come in, prints check as needed</p> <p>Completes business deposits, loan payments and takes cash to Bank, tracking loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |
| <p>SALES MANAGER</p> <p>Becomes familiar with products and divides them into 3 equal groups for purchase during employee breaks</p> <p>Sets up display of products and advertises prices on whiteboards</p> <p>Assists CEO at Opening Town Meeting by displaying 3 products your business sells</p> <p>Greets customers & assists them with sales</p> <p>Accepts payment for purchased items</p> <p>Forwards cash and checks to CFO</p> | <p>AGRICULTURE SPECIALIST</p> <p>Becomes familiar with the activities in shop by completing all 5 choices</p> <p>Selects 2 of the activities to promote to the JA BizTown citizens</p> <p>Encourages JA BizTown citizens to participate in your shop's activities during their employee breaks</p> <p>Distributes raffle tickets to participants after completion of activity</p> |



Bank

| | |
|---|---|
| <p>CEO</p> <p>Assists in some staff meetings throughout the day</p> <p>Approves loan application from each business</p> <p>Signs all payroll/expense checks and forms</p> <p>Supervises and assists employees and oversees business operations, filling in for CFO, if needed</p> <p>Completes Business Evaluation form with supervisor</p> <p>Accepts cash deposits from businesses</p> <p>Prepares and gives speech at Closing Town Meeting</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p>CFO</p> <p>Places order for supplies online-Debit cards bin</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO</p> <p>Pays bills as they come in, prints check as needed</p> <p>Completes business deposits and loan payments while tracking loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |
| <p>FILE CLERK</p> <p>Delivers Bank debit cards to all businesses</p> <p>Issues \$50 cash to each Teller for their drawer</p> <p>Files deposits by account number in sorting shelf</p> <p>Assists others as needed</p> | <p>TELLER</p> <p>Greets customers as they open personal accounts</p> <p>Processes paychecks, accepting deposits and distributing cash, as the customers request</p> <p>Records customer personal account transactions in the computer</p> <p>Assists File Clerk with filing, when necessary</p> |



Bank

SAVINGS OFFICER

Greets customers as they open a savings account

Records/stamps customer checkbook register, indicating deposit to savings account

Prepares deposits of savings checks

Prepares PSA and takes to radio

Prepares savings report for the Closing Town Meeting



Cafe

| | |
|--|--|
| <p>CEO</p> <p>Assists in some staff meetings throughout the day</p> <p>Prepares and gives speech at Opening Town Meeting</p> <p>Signs all payroll/expense checks and forms</p> <p>Supervises employees and oversees business operations</p> <p>Assists with all business duties when employees are on break, filling in for CFO, if needed</p> <p>Completes Business Evaluation form with supervisor</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p>CFO</p> <p>Places order for supplies online</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO</p> <p>Pays bills as they come in, prints check as needed</p> <p>Completes business deposits, loan payments and takes cash/coupons to Bank, tracking loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |
| <p>SALES MANAGER</p> <p>Sets up the laptop computer for sales</p> <p>Inspects lunch area prior to business opening</p> <p>Takes customer orders and receives payment</p> <p>On regular basis, gives cash and coupons received to the CFO-uses transaction form</p> <p>Keeps equipment and work areas clean</p> <p>Assists and substitutes for Customer Service Staff, as needed</p> | <p>CUSTOMER SERVICE STAFF</p> <p>Prepares drink mix and pours in the dispenser</p> <p>Sanitizes tables and chairs before business opens</p> <p>Bags up the prepared popcorn for sales</p> <p>Fulfills customers' order</p> <p>Monitors beverage supply inventory-drinks and cups</p> <p>Keeps equipment, work areas, and dining area clean, including trash cans.</p> <p>Assists and substitutes for Sales Managers as needed</p> <p>Sweeps floor after business closes</p> |



City Hall

| | |
|--|--|
| <p>MAYOR</p> <p>Assists in some staff meetings throughout the day</p> <p>Prepares and gives speech at Opening Town Meeting where you will be inaugurated and then “Run” JA BizTown</p> <p>Signs all business payroll/expense checks forms</p> <p>Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.</p> <p>Distributes and collects Business evaluation forms. Works with JA staff to select winner.</p> <p>Prepares and gives speech at Closing Town Meeting</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p>CFO</p> <p>Places order for supplies online</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to Mayor</p> <p>Pays bills as they come in, prints check as needed</p> <p>Completes business deposits and makes loan payments, tracking loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |
| <p>CITY ATTORNEY</p> <p>Reviews legal documents via the tablet-Loan Agreements from bank, Rental Agreements and Non-Profit Charter from the Professional Office</p> <p>Completes and Distributes business license to each business</p> <p>Signs Promissory Notes from the bank</p> <p>Assists Mayor as needed</p> | <p>IRS AGENT</p> <p>Counts out and delivers W-4 forms to each business</p> <p>Issues tax ID numbers and verifies 501(c)3 status for non-profit: Junior Achievement</p> <p>Prepares and mails business property tax bills using computer, printer and stamps</p> <p>Collects and files completed W-4 forms</p> |



City Hall

CITY CLERK

Takes census count of JA BizTown and reports to Mayor

Sets up voting kiosk and checks in citizens for voting

Distributes "I Voted" stickers

Provides assistance to other City Hall employees as needed



JA BizTown®

Communication Center

| | |
|---|--|
| <p style="text-align: center;">CEO</p> <p>Assists in some staff meetings throughout the day</p> <p>Prepares and gives speech at Opening Town Meeting</p> <p>Signs all payroll/expense checks and forms</p> <p>Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.</p> <p>Completes Business Evaluation form with supervisor</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p style="text-align: center;">CFO</p> <p>Places order for supplies online</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO</p> <p>Pays bills as they come in, prints check as needed</p> <p>Completes business deposits, loan payments and takes cash to Bank, tracking loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |
| <p style="text-align: center;">AD EXECUTIVE</p> <p>Collects ads from each JA BizTown business and gives to Web designers</p> <p>Prepares and mails bills for the business web page ads using the computer, printer and stamps</p> | <p style="text-align: center;">COMMUNICATION SPECIALIST</p> <p>Explores and coordinates with their school social media opportunities (before arriving at JA BizTown)</p> <p>Uses social media to share JA BizTown news</p> <p>Conducts Citizen Survey and shares results with JA Staff</p> <p>Delivers Highlights to Newspaper and Radio</p> |



Communication Center

WEB DESIGNER

Learns operation of computer program

Inputs web page information into web page templates

Verifies the spelling and accuracy of the web page templates and assures web page information is complete

Gets CEO approval and signature on each design

Prints out copies of each web page and gives to CEO's



Delivery Center

| | |
|---|--|
| <p>CEO</p> <p>Assists in some staff meetings throughout the day</p> <p>Prepares and gives speech at Opening Town Meeting</p> <p>Signs all payroll/expense checks and forms</p> <p>Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.</p> <p>Completes Business Evaluation form with supervisor</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p>CFO</p> <p>Places order for supplies online</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO</p> <p>Bills each shop for business supplies using computer</p> <p>Pays bills as they come in, prints check as needed</p> <p>Completes business deposits, loan payments and takes cash to Bank, tracking loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |
| <p>CARRIER</p> <p>Delivers all blue tubs to individual businesses after orders are placed</p> <p>Tours JA BizTown and locates each black business mailbox</p> <p>Collects mail from central postal box several times throughout the day</p> <p>“Cancels” postage stamps on letters and sorts them into sorting shelf</p> <p>Delivers processed mail to business mailboxes in JA BizTown several times throughout the day</p> <p>Assists Sales Manager as necessary</p> | <p>SALES MANAGER</p> <p>Monitors “Orders Placed” tab on computer until all blue tubs are delivered</p> <p>Becomes familiar with products for sale and divides them into 3 equal groups for purchase during employee breaks</p> <p>Sets up display of products and advertises prices on whiteboards</p> <p>Assists CEO at Opening Town Meeting by displaying 3 products your business sells</p> <p>Greets customers & assists them with sales</p> <p>Accepts payment for purchased items</p> <p>Forwards cash and checks to CFO</p> |



Factory

| | |
|--|--|
| <p>CEO</p> <p>Assists in some staff meetings throughout the day</p> <p>Signs all payroll/expense checks and forms</p> <p>Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed</p> <p>Meets with JA staff and Production Manager for Quality Control check of production</p> <p>Completes Business Evaluation form with supervisor</p> <p>Prepares and gives speech at Closing Town Meeting</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p>CFO</p> <p>Places order for supplies online</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO</p> <p>Pays bills as they come in, prints check as needed</p> <p>Takes Production check to the bank for deposit, makes loan payments, and tracks loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |
| <p>PRODUCTION MANAGER</p> <p>Reads and reviews descriptions of products to be produced</p> <p>Works with designers to follow all production directions and helps designers, if needed</p> <p>Meets with JA staff and CEO for Quality Control check of production</p> <p>Completes Production form for payment</p> <p>Verifies work order transactions are complete</p> <p>Gives completed work to JA Staff</p> | <p>DESIGNER</p> <p>Reads and reviews descriptions of products to be produced</p> <p>Follows directions for all production</p> <p>Paces work to meet production goals</p> <p>Produces quality products to pass inspection</p> |



Health and Wellness

| | |
|---|---|
| <p>CEO</p> <p>Assists in some staff meetings throughout the day</p> <p>Prepares and gives speech at Opening Town Meeting</p> <p>Signs all payroll/expense checks and forms</p> <p>Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.</p> <p>Completes Business Evaluation form with supervisor</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p>CFO</p> <p>Places order for supplies online</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO</p> <p>Pays bills as they come in, prints check as needed</p> <p>Completes business deposits, loan payments and takes cash to Bank, tracking loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |
| <p>SALES MANAGER</p> <p>Becomes familiar with products for sale and divides them into 3 equal groups for purchase during employee breaks</p> <p>Sets up display of products and advertises prices on whiteboards</p> <p>Assists CEO at Opening Town Meeting by displaying 3 products your business sells</p> <p>Greets customers & assists them with sales</p> <p>Accepts payment for purchased items</p> <p>Forwards cash and checks to CFO</p> | <p>HEALTHCARE SPECIALIST</p> <p>Completes Health activity on clipboard to prep for today's job</p> <p>Reviews all paperwork and completes one copy of each activity to know what you are asking your participants to do</p> <p>Encourages customers to participate in one activity to help encourage healthy choices, assisting them as needed</p> <p>Completes Certificate of participation for each client and displays in front of shop, giving to teachers at the end of the day</p> <p>Distributes raffle tickets to participants after completion of an activity</p> |



Municipalities

| CEO | CFO |
|---|---|
| <p>Assists in some staff meetings throughout the day</p> <p>Prepares and gives speech at Opening Town Meeting</p> <p>Signs all payroll/expense checks and forms</p> <p>Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.</p> <p>Completes Business Evaluation form with supervisor</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p>Places order for supplies online</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO</p> <p>Bills each shop for recycling fees using computer</p> <p>Pays bills as they come in, prints check as needed</p> <p>Completes business deposits, loan payments and takes cash to Bank, tracking loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |

| ENERGY ADVISOR |
|---|
| <p>Reviews binder for instructions of today's job</p> <p>Conducts an energy audit for each category listed in binder visiting selected JA BizTown businesses</p> <p>Prepares Energy Saver Certificate and presents to CEO for display</p> |



Municipalities

| | |
|--|--|
| <p style="text-align: center;">METER READER</p> <p>Reads all 14 utility meters and records usage on tablet, after training session with JA BizTown staff</p> <p>Sends a utility bill to each JA BizTown business using the tablet</p> <p>Completes 14 Electric Utility Registrations and distributes to each business, getting CEO signatures</p> | <p style="text-align: center;">ENVIRONMENTAL SPECIALIST</p> <p>Reads through recycling survey to prepare for today's job</p> <p>Goes out to local businesses to survey the citizens about recycling habits, recording final information on City Hall's Display board</p> <p>Gives survey results to JA BizTown Newspaper</p> <p>Collects recycled paperwork from each business during both red breaks and records total amount on City Hall Display board</p> |
| <p style="text-align: center;">SHELTER MANAGER</p> <p>Reads and reviews description of pet sponsorship procedures</p> <p>Sets up computer and display for sales</p> <p>Assists CEO at Opening Town Meeting by displaying products your business sells</p> <p>Greets and assists customers</p> <p>Accepts payments for sponsorship costs</p> <p>Forwards checks or cash to CEO</p> | <p style="text-align: center;">SAFETY SPECIALIST</p> <p>Reviews paperwork to prepare for today's job</p> <p>Introduces self to each CEO and then conducts a safety audit of each JA BizTown business using forms on clipboard</p> <p>Reports safety audit results to each CEO and sets up follow-up visit, if needed</p> <p>Distributes Safe Working Environment Certificate to each business for display</p> |



JA BizTown®

Newspaper

CEO

Assists in some staff meetings throughout the day

Prepares and gives speech at Opening Town Meeting

Signs all payroll/expense checks and forms

Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.

Completes Business Evaluation form with supervisor

Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope

CFO

Places order for supplies online

Submits bank loan request online

Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO

Pays bills as they come in, prints check as needed

Completes business deposits, loan payments and takes cash to Bank, tracking loan payoff process

Signs business checks if CEO is not available

Prints copy of Check register at end of day for CEO packet

EDITOR

Sets up point of sale computer for business

Types responses to "Letters to the Editor", if needed

Oversees the layout of the advertisements, articles, surveys, etc. the newspaper

Proofreads all submitted articles and advertisements

Assists in collating and selling of the newspaper

AD EXECUTIVE

Collects newspaper advertisements from each of the 14 JA BizTown business, gives to Editor

Sends an advertising bill to each business using the computer

Types and designs business advertisements on the computer

Assists in collating and selling of the newspaper



JA BizTown®

Newspaper

REPORTER

Conducts interviews and surveys to be published in the newspaper

Writes news articles and stories

Types written copy into the newspaper template for publication

Assists in collating and selling of the newspaper.

PHOTOGRAPHER

Reviews camera usage, when camera is delivered

Takes photographs of JA BizTown officials, citizens, etc. at Town events

Edits pictures and submits for including in final paper

Visits each business and photographs all employees

Assists in collating and selling of the newspaper



Professional Office

| | |
|---|--|
| <p style="text-align: center;">CEO</p> <p>Assists in some staff meetings throughout the day</p> <p>Submits loan application at the bank</p> <p>Prepares and gives speech at Opening Town Meeting</p> <p>Signs all payroll/expense checks and forms</p> <p>Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.</p> <p>Completes Business Evaluation form with supervisor</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p style="text-align: center;">CFO</p> <p>Places order for supplies online</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO</p> <p>Bills each business, using computer for \$2 Non-profit donation fees</p> <p>Pays bills as they come in, prints check as needed</p> <p>Completes business deposits, loan payments and takes cash to Bank, tracking loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |
| <p style="text-align: center;">INSURANCE AGENT</p> <p>Sends \$4 Insurance bills, using computer</p> <p>Determines validity and processes 3 business Insurance Claim Forms</p> <p>Determines the amount of settlement due for filed claims</p> <p>Completes Claim Settlement Letters</p> <p>Inventories insurance items for each business</p> | <p style="text-align: center;">NON-PROFIT DIRECTOR</p> <p>Sets the fundraising goal after Mayor determines the population count</p> <p>Sets up display of products and advertises prices on whiteboards</p> <p>Assists CEO at Opening Town Meeting by displaying 3 products your business sells</p> <p>Collects Non-profit pledges from each business</p> <p>Greets customers & assists them with sales</p> <p>Solicits individual donations for the Non-Profit Organization, filling out donation receipt</p> <p>Prepares and gives speech at the Closing Town Meeting</p> |



Professional Office

| | |
|--|--|
| <p>REALTOR</p> <p>Bills each business for rental expenses using the computer</p> <p>Prints out and completes all Rental Agreements for each JA BizTown business</p> <p>Sends copies via computer to Attorney in City Hall</p> <p>Visits each business to have CEO sign Rental Agreement, leaving the form for display</p> | <p>CERTIFIED PUBLIC ACCOUNTANT</p> <p>Visits the selected businesses and collect previous day's Business Cost Sheets (Pink forms)</p> <p>Visits the bank and collects yesterday's deposit tickets for five (5) businesses</p> <p>Prepares business audit for five (5) businesses</p> <p>Completes the CPA Statement of Financial Activity for all five (5) businesses</p> |
| <p>PROPERTY APPRAISER</p> <p>Measures/surveys each business noting size on tablet</p> <p>Completes Property Appraisal for each JA BizTown business</p> <p>Delivers Property Appraisal Form to IRS Agent at City Hall</p> | <p>INVESTMENT ADVISOR</p> <p>Reviews and becomes familiar with all the tools of an Investment Advisor</p> <p>Greets customers, conducts Investor Risk Survey, and presents Comparison Chart</p> <p>Sells stocks and completes customer portfolios</p> <p>Works with Radio D.J. to announce closing stock prices (5 minutes prior to close)</p> |



Radio

| | |
|---|---|
| <p>CEO</p> <p>Assists in some staff meetings throughout the day</p> <p>Prepares and gives speech at Opening Town Meeting</p> <p>Signs all payroll/expense checks and forms</p> <p>Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.</p> <p>Completes Business Evaluation form with supervisor</p> <p>Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope</p> | <p>CFO</p> <p>Places order for supplies online</p> <p>Submits bank loan request online</p> <p>Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO</p> <p>Pays bills as they come in, prints check as needed</p> <p>Records payment of Radio ads, using the computer, after Ad Executive verifies</p> <p>Completes business deposits, loan payments and takes cash to Bank, tracking loan payoff process</p> <p>Signs business checks if CEO is not available</p> <p>Prints copy of Check register at end of day for CEO packet</p> |
| <p>PRODUCTION MANAGER</p> <p>Interviews JA BizTown citizens for news stories</p> <p>Writes news stories utilizing Reporter Guideline</p> <p>Reads and Edits the Radio ads before they are read on air by the DJ</p> <p>Forwards copy of news reports to the DJ be read on air</p> <p>Works in close partnership with the DJ</p> <p>Forwards news flashes and articles to CEO for review/approval</p> <p>Work with Communication Specialist, from the Communications Center, in production of on-air highlights</p> | <p>AD EXECUTIVE</p> <p>Collects ads from each JA BizTown business and gives them to the production manager</p> <p>Prepares and mails bills for the business radio ads using the computer, printer and stamps</p> <p>Checks for payment of Radio Ads</p> |



JA BizTown®

Radio

| DISC JOCKEY | SALES MANAGER |
|---|---|
| <p>Learns to operate sound equipment from JA staff training</p> <p>Follows and records information on the Announcement Log so BizTown runs "on schedule"</p> <p>Selects music for airtime</p> <p>Completes scheduling of on-air Play List</p> <p>Speaks into the microphone in a clear, slow voice to present the announcements, ads, news items, weather, etc.</p> | <p>Works with CEO to set prices of services</p> <p>Sets up price board and computer</p> <p>Greets customers & assists them with sales</p> <p>Accepts payment for purchased services</p> <p>Gives cash payments to CFO</p> |



JA BizTown®

Sports Shop

CEO

- Assists in some staff meetings throughout the day
- Prepares and gives speech at Opening Town Meeting
- Signs all payroll/expense checks and forms
- Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.
- Completes Business Evaluation form with supervisor
- Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope

CFO

- Places order for supplies online
- Submits bank loan request online
- Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO
- Pays bills as they come in, prints check as needed
- Completes business deposits, loan payments and takes cash to Bank, tracking loan payoff process
- Signs business checks if CEO is not available
- Prints copy of Check register at end of day for CEO packet

SALES MANAGER

- Becomes familiar with products and divides them into 3 equal groups for purchase during employee breaks
- Sets up display of products and advertises prices on whiteboards
- Assists CEO at Opening Town Meeting by displaying 3 products your business sells
- Greets customers & assists them with sales
- Accepts payment for purchased items
- Forwards cash and checks to CFO

DESIGNER

- Reads and reviews descriptions of products to be produced
- Produces quality products and places them in the sales inventory
- Completes and submits work order to the bank for payment to the business



Variety Shop

CEO

- Assists in some staff meetings throughout the day
- Prepares and gives speech at Opening Town Meeting
- Signs all payroll/expense checks and forms
- Supervises and assists all employees and oversees business operations, filling in for the CFO, if needed.
- Completes Business Evaluation form with supervisor
- Collects all student checkbooks and business check register from CFO in the JA BizPrep Envelope

CFO

- Places order for supplies online
- Submits bank loan request online
- Inputs employee payroll information and prints 1st employee payroll checks-gives to CEO
- Pays bills as they come in, prints check as needed
- Completes business deposits, loan payments and takes cash to Bank, tracking loan payoff process
- Signs business checks if CEO is not available
- Prints copy of Check register at end of day for CEO packet

SALES MANAGER

- Becomes familiar with products and divides them into 3 equal groups for purchase during employee breaks
- Sets up display of products and advertises prices on whiteboards
- Assists CEO at Opening Town Meeting by displaying 3 products your business sells
- Greets customers & assists them with sales
- Accepts payment for purchased items
- Forwards cash and checks to CFO