



Ameren and Peabody Energy Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes employee payroll checks.5. Make business operational decisions.6. Prepares and gives speech at the closing Town Meeting.7. Assists with all business duties when employees are on break.8. Computes and prints utility bills.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll and business expense checks.3. Keeps all records of business expenses and payments.4. Makes business deposits at Bank.5. Signs business checks if CEO is not available.6. Prints accounting report and calculates the business profit or loss.
<p style="text-align: center;">MINE ENGINEER</p> <ol style="list-style-type: none">1. Secures coal for electricity production.2. Records meter serial number imprinted on each business meter.3. Completes Utility Applications and registrations.4. Reads all utility meters and records usage.5. Assists with billing process.6. Delivers utility bills.7. Assists Customer Energy Specialist as needed.	<p style="text-align: center;">CUSTOMER ENERGY SPECIALIST</p> <ol style="list-style-type: none">1. Informs each business CEO of energy audit process.2. Performs energy audit.3. Changes filters.4. Prepares and presents Energy Saver Certificates.



JA BizTown™ Jobs

AT&T Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes employee payroll checks.5. Prepares and gives speech at the Opening Town Meeting.6. Assists with all business duties when employees are on break.7. Computes and prints bills.8. Creates ad text and design for telephone directory.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll and business expense checks.3. Keeps all records of business expenses and payments.4. Makes business deposits at Bank.5. Signs business checks if CEO is not available.6. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none">1. Collates and staples telephone directories (with staff assistance).2. Distributes telephone directories to <i>JA BizTown</i> citizens at end of the day.3. Responsible for holding Sales Meeting and pricing of phones.4. Responsible for sale of “high flying bouncy balls”	<p style="text-align: center;">INSTALLATION SPECIALIST</p> <ol style="list-style-type: none">1. Installs telephone receivers in each business.2. Delivers AT&T invoices.3. Assists with design, development, and distribution of the telephone directory, if necessary.4. Collects phone bill payments.5. Collects phones at end of day.
<p style="text-align: center;">SALES ASSOCIATE</p> <ol style="list-style-type: none">1. Be familiar with two calling plan features and prices.2. Greet and assist customers.3. Learn how to operate the computer to enter sales.4. Accept checks for merchandise.5. Keep track of phone rentals on the appropriate form.6. Complete rental contracts.	



JA BizTown™ Jobs
Bank of America Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Processes all business Loan Applications and Contracts.2. Prepares and gives speech at Town Meeting.3. Distributes employee payroll checks.4. Signs all business payroll and expense checks.5. Signs Rental Agreement for business space.6. Meets with personnel from other businesses when they visit.7. Supervises employees and business operations.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll checks and business expense checks.3. Keeps records of all business expenses and payments.4. Signs business checks if CEO is not available.5. Assists with other business duties when employees are on break, and if time is available.
<p style="text-align: center;">TELLER</p> <ol style="list-style-type: none">1. Greets customers as they open personal accounts.2. Processes paychecks and accepts personal deposits.3. Disburses maximum of \$2 cash per pay period to customers.4. Records customer personal account transactions in computer.5. Assists Customer Service Manager with filing, when necessary.	<p style="text-align: center;">CUSTOMER SERVICE MANAGER</p> <ol style="list-style-type: none">1. Delivers Bank bags to all businesses.2. Files business checks and paperwork received from CEO.3. Files personal checks and deposits by account number.4. Checks all incoming business deposits for accuracy.5. Issues cash to Tellers and completes cash-out tickets as needed.
<p style="text-align: center;">SAVINGS OFFICER</p> <ol style="list-style-type: none">1. Greets customers as they open a personal savings account.2. Keeps track of citizens when they open a savings account.3. Transfers funds to Wells Fargo Advisors.4. Prepares savings report for Closing Town Meeting.5. Issues Savings Certificates.6. Assists Tellers as necessary.7. Assists the Customer service manager when needed.	



JA BizTown™ Jobs

Build-A-Bear Workshop Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes employee payroll checks.5. Makes business operational decisions.6. Prepares and gives speech at the Opening Town Meeting.7. Assists with all business duties when employees are on break.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll and business expense checks.3. Keeps all records of business expenses and payments.4. Makes business deposits at Bank.5. Signs business checks if CEO is not available.6. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">BEAR BUILDER ASSOCIATE</p> <ol style="list-style-type: none">1. Greets guests as they enter the store and explain the bear-making process.2. Assist guests at each station throughout the bear-making process.3. Operate the computer to enter sales.4. Collects check from customer for purchase of items.	



JA BizTown™ Jobs
City Hall Job Descriptions

<p align="center">MAYOR</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all business payroll and expense checks. 5. Distributes employee payroll checks. 6. Prepares and gives speeches at Town Meetings. 7. Conducts surveys for Quality Business and Citizens of the Day. 	<p align="center">TOWN TREASURER</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints payroll and business expense checks. 3. Prints invoices for Non-profit and recycling. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if Mayor is not available. 7. Prints accounting report to show profit/loss for business.
<p align="center">ENVIRONMENTAL AGENT</p> <ol style="list-style-type: none"> 1. Conducts recycling. 2. Conducts safety audit of each business. 3. Reports safety audit results (areas of improvement) to business CEOs. 4. Conducts recycling survey. 5. Delivers invoices for recycling and nonprofit giving. 	<p align="center">IRS AGENT</p> <ol style="list-style-type: none"> 1. Completes all <i>JA BizTown</i> tax forms. 2. Issues tax ID numbers and verifies 501(c) 3 status of <i>JA BizTown</i> "not for profit." 3. Prepares and delivers business tax bills. 4. Collects property/payroll taxes. 5. Records payment of all taxes and forwards revenue to the Town Treasurer for deposit.
<p align="center">NON-PROFIT DIRECTOR</p> <ol style="list-style-type: none"> 1. Applies for 501(c)3 status with the IRS. 2. Calculates fundraising goal. 3. Runs the "Adopt a Duck" shelter. 4. Takes donations for the "Lucky Duck" drawing 5. Reports total philanthropy donations and winner of the drawing at the Closing Town Meeting report. 6. Collects recycling/non-profit payments from businesses. 	<p align="center">ART CENTER EXECUTIVE DIRECTOR</p> <ol style="list-style-type: none"> 1. Create advertisement for art show. 2. Set up the art show. 3. Welcome visitors to the art show. 4. Distribute booklets, give-aways, and dollar-off coupons to visitors. 5. Help visitors complete a ticket for the JA BizTown t-shirt drawing. 6. Conduct the drawing and announce the winner at the Closing Town Meeting.
<p align="center">ELECTION COMMISSIONER</p> <ol style="list-style-type: none"> 1. Sets up the voting booths. 2. Makes a board and flyers to advertise voting. 3. Helps citizens fill out a voter's registration card if needed and aids voting. 4. Tallies counts and reports on the outcome of voting at the Closing Town Meeting. 	<p align="center">SECURITY SPECIALIST</p> <ol style="list-style-type: none"> 1. Ensures that workers remain in businesses during set-up. 2. Organizes town meeting speakers 3. Monitors and reports infractions of JA BizTown rules. 4. Makes bank deposits for cash businesses. 5. Presents safe-business award at closing town meeting.



JA BizTown™ Jobs
De-Smet Jesuit-St. Joe Job Descriptions

<p style="text-align: center;">PRINCIPAL/CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes payroll.5. Makes business operational decisions.6. Prepares and gives speech at the Opening Town Meeting.7. Completes checks for students who complete the education program.8. Helps with Registrar duties when he/she is on break.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints employee payroll checks.3. Prints business expense checks.4. Keeps all records of business expenses and payments.5. Makes business deposits at Bank.6. Signs business checks if CEO is not available.7. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">TEACHER</p> <ol style="list-style-type: none">1. Receives training on student employee education program.2. Teaches the education program to students.3. Informs registrar when students have successfully completed the program.	<p style="text-align: center;">REGISTRAR</p> <ol style="list-style-type: none">1. Greets and signs-in students and accepts payments.2. Enters student names on worksheets in computer; prints worksheet3. Completes diplomas for students.4. Completes checks for students who complete the education program when principal is on break.5. Gives check, free gift, and diploma to students who have completed the program.



JA BizTown™ Jobs

Fitness-4-U Job Descriptions

CEO	CFO
<ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes employee payroll checks5. Makes business operational decisions.6. Prepares and gives speech at the Opening Town Meeting.7. Assists with all business duties when employees are on break.8. Works with employees to determine prices of products.	<ol style="list-style-type: none">1. Inputs employee payroll information2. Prints payroll and business expense checks.3. Keeps all records of business expenses and payments.4. Makes business deposits at Bank.5. Signs business checks if CEO is not available.6. Prints accounting report to show profit/loss for business.
<p data-bbox="321 940 678 982" style="text-align: center;">Personal Trainer</p> <ol style="list-style-type: none">1. Greets customers and has them complete fitness and healthy habits surveys.2. Guides customers through a fitness assessment.3. Produces stress balls and gives one to each customer.4. Accepts payments for fitness assessment.	



JA BizTown™ Jobs

KJAR Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Supervises employees and oversees business operations.4. Distributes employee payroll checks.5. Signs all business payroll and expense checks.6. Writes editorial, and reads it on air.7. Assists with all business duties when employees are on break.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll and all business expense checks.3. Prints invoices for advertising.4. Keeps all records of business expenses and payments.5. Makes business deposits at Bank.6. Signs business checks if CEO is not available.7. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none">1. Interviews JA BizTown citizens for news stories.2. Writes news stories utilizing Reporter Guidelines.3. Forwards copy of news reports to be read on air.	<p style="text-align: center;">DISC JOCKEY</p> <ol style="list-style-type: none">1. Learns to operate sound equipment.2. Selects music for airtime.3. Completes scheduling of on-air Play List.4. Clearly reads, ads, announcements, news items, and weather over the air.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none">1. Collects ads and ad payments from each <i>JA BizTown</i> business.2. Forwards ads to the DJ for scheduling and reading.3. Responsible for taking customer request for songs and dedications.	



JA BizTown™ Jobs
KPLR 11 Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Supervises employees and oversees business operations.4. Signs all business payroll and expense checks.5. Distributes payroll checks6. Prepares and gives speech at the Opening Town Meeting.7. Assists with all business duties when employees are on break. <ol style="list-style-type: none">1. Writes editorial and reads it on air.2. Edits and Approves copy read on-air.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll and business expense checks.3. Keeps all records of business expenses and payments.4. Makes business deposits at Bank.5. Prints invoices for advertisements.6. Signs business checks if CEO is not available.7. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none">1. Collects ads and ad payments from each <i>JA BizTown</i> business.2. Use remote control to turn on and off television in each business.3. Forwards ads to the CEO for approval.4. Assists Reporter in securing people for interviews.	<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none">1. Interviews <i>JA BizTown</i> citizens for news stories.2. Writes news stories utilizing the Reporter Guidelines.3. Forwards copy of news reports to be read on-air.4. Works in close partnership with the On-Air Personality and Technical Director.5. Forwards news flashes and articles to CEO for review/approval.
<p style="text-align: center;">ON-CAMERA PERSONALITY</p> <ol style="list-style-type: none">1. Learns to operate microphone.2. Selects interviews for airtime.3. Performs on-air interviews.4. Reads, clearly, news items, ads, announcements, weather, etc. over the air.	<p style="text-align: center;">TECHNICAL DIRECTOR</p> <ol style="list-style-type: none">1. Learns safe and correct operation of equipment.2. Reads and understands processes for effective filming.3. Films studio interviews.4. Films Town Meetings and other footage.5. Works in close partnership with the Reporter and the On-Camera Personality.



JA BizTown™ Jobs

Monsanto Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Supervises employees and oversees business operations.4. Distributes employee payroll checks.5. Signs all business payroll and expense checks.6. Assists with all business duties when employees are on break.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll and all business expense checks.3. Prints invoices for advertising.4. Keeps all records of business expenses and payments.5. Makes business deposits at Bank.6. Signs business checks if CEO is not available.7. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">Research Scientist</p> <ol style="list-style-type: none">1. Sets-up scientific experiments.2. Uses scientific equipment.3. Tests soil samples.4. Identifies best environments for plant growth and profitability.	<p style="text-align: center;">Sale Associate</p> <ol style="list-style-type: none">1. Works with CEO to set product prices.2. Prepares sales area with product display.3. Greets customers, assists them with sales, and accepts payments for products.4. Prepares flyers for product advertising.



JA BizTown™ Jobs Print Shop Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes employee payroll checks.5. Make business operational decisions.6. Prepares and gives speech at the Opening Town Meeting.7. Assists with all business duties when employees are on break.8. Works with employees to determine prices of products.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll.2. Prints payroll and business expense checks.3. Keeps all records of business expenses and payments.4. Makes business deposits at Bank.5. Signs business checks if CEO is not available.6. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">SALES ASSOCIATE</p> <ol style="list-style-type: none">1. Works with CEO to determine product prices.2. Prepares sales area with product display.3. Greets customers, assists them with sales, and accepts payments for sale of products.4. Prepares posters and flyers for product advertising.	<p style="text-align: center;">GRAPHIC DESIGNER</p> <ol style="list-style-type: none">1. Meet with the adult volunteer to learn how to operate equipment.2. Produce photo ID cards.3. Produce fun picture strip.4. Handle the camera, computer, and all other equipment carefully.5. Deliver completed ID cards to customers.



JA BizTown™ Jobs
Professional Offices Job Descriptions

<p style="text-align: center;">ATTORNEY</p> <ol style="list-style-type: none">1. Files bank loan requests.2. Signs business checks, including payroll.3. Prepares and gives speech at the Closing Town Meeting.4. Reviews legal documents (Promissory Notes, Rental Agreements, and Bank Charter)5. Investigates criminal case(s) and prepares case results and recommendations.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints and distributes employee payroll checks.3. Prints business expense checks.4. Keeps records of all business expenses and payments.5. Makes business deposits at Bank.6. Signs business checks if the Attorney is unavailable.7. Prepares insurance bills.8. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">CPA</p> <ol style="list-style-type: none">1. Prepares invoices for accounting and legal services.2. Conducts audits of businesses to determine profitability ratio.3. Reports profitability status to businesses.4. Collects payments for legal and accounting services.	<p style="text-align: center;">INSURANCE AGENT</p> <ol style="list-style-type: none">1. Conducts appraisals of property to be insured in all businesses2. Signs Rental Agreement for business space.3. Issues Insurance Policies to cover property damage and liability.4. Delivers invoices to businesses for Insurance Policies.5. Determines validity and processes business Insurance Claim Form.6. Completes the Claim Settlement Letter.7. Collects insurance payments.
<p style="text-align: center;">REALTOR</p> <ol style="list-style-type: none">1. Completes Rental Agreements.2. Collects and stores the "For Rent" signs.3. Completes and delivers rent invoices.4. Collects rent payments in the mail and forwards the payments to the CFO.5. Measures/surveys each business noting size and other relevant and required information.6. Completes Property Appraisal for each <i>JA BizTown</i> business.7. Delivers Property Appraisals to each business CEO.	



JA BizTown™ Jobs

Smokehouse Market Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes employee payroll checks.5. Makes business operational decisions.6. Prepares and gives speech at Opening Town Meeting.7. Assists with all business duties when employees are on break.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll and business expense checks.3. Keeps all records of business expenses and payments.4. Makes business deposits at Bank.5. Signs business checks if CEO is not available.6. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">FOOD MANAGER</p> <ol style="list-style-type: none">1. Sets up equipment.2. Organizes food items for sale.3. Keeps equipment and work areas clean.4. Monitors food supply inventory.5. Assists and substitutes for Sales Associate as needed.	<p style="text-align: center;">BEVERAGE MANAGER</p> <ol style="list-style-type: none">1. Sets up equipment.2. Assures correct beverages are available and ready for sale.3. Monitors beverage supply inventory.4. Keeps equipment and work areas clean.5. Assists and substitutes for Sales Associates as needed.
<p style="text-align: center;">SALES ASSOCIATE</p> <ol style="list-style-type: none">1. Purchases supplies at the Warehouse.2. Takes customer orders, receives payment, and delivers food/beverage items to customers.3. Operates the cash register.4. Keeps equipment and work areas clean.5. Prepares lunch area (sets up chairs, tables, etc.).	



<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes payroll.5. Makes business operational decisions.6. Prepares and gives speech at the Opening Town Meeting.7. Prints business invoices.8. Assists with Pediatric Nurse Practitioner's and Receptionist's duties when he/she is on break.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints employee payroll checks.3. Prints business expense checks.4. Keeps all records of business expenses and payments.5. Makes business deposits at Bank.6. Signs business checks if CEO is not available.7. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">PEDIATRIC NURSE PRACTITIONER</p> <ol style="list-style-type: none">1. Becomes familiar with materials and scale equipment.2. Conducts wellness exams on client's infants.3. Conducts a short wellness survey.4. Hands out free gift to clients.5. Address and mails bills to businesses.	<p style="text-align: center;">RECEPTIONIST</p> <ol style="list-style-type: none">1. Greet patients and signs in clients.2. Accept co-payments from clients.3. Assist with addressing and mailing of invoices to businesses.4. Keeps track of clients.



JA BizTown™ Jobs
St. Louis Sports Shop Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes employee payroll checks.5. Make business operational decisions.6. Prepares and gives speech at the Opening Town Meeting.7. Assists with all business duties when employees are on break.8. Works with employees to determine prices of products	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll and business expense checks.3. Keeps all records of business expenses and payments.4. Makes business deposits at Bank.5. Signs business checks if CEO is not available.6. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">SALES ASSOCIATE</p> <ol style="list-style-type: none">1. Works with CEO to determine product prices.2. Prepares sales area with product display.3. Greets customers, assists them with sales, and accepts payments for sale of products.4. Prepares posters and flyers for product advertising.	



JA BizTown™ Jobs Warehouse Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes employee payroll checks.5. Makes business operational decisions.6. Prepares and gives speech at the Opening Town Meeting.7. Assists with all business duties when employees are on break.8. Works with employees to assure correct packing of supplies.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll and business expense checks.3. Keeps all records of business expenses and payments.4. Makes business deposits at Bank.5. Signs business checks if CEO is not available.6. Prints accounting report to show profit/loss for business.
<p style="text-align: center;">MAIL CARRIER</p> <ol style="list-style-type: none">1. Helps deliver materials to business during “start-up” time.2. Collects mail from central postal box.3. Sorts letters and “cancels” postage stamps.4. Delivers processed mail to businesses and individuals in <i>JA BizTown</i>.5. Provides customer service (greeting/selling).6. Assists Stock Manager as necessary.	<p style="text-align: center;">STOCK MANAGER</p> <ol style="list-style-type: none">1. Delivers materials to businesses.2. Collects payment for materials delivered to businesses.3. Packs customer supply baskets for next day’s business operations.4. Assists with the sale of stamps and candy grams.



JA BizTown™ Jobs

Wells Fargo Advisors Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Obtains bank loan.2. Signs Rental Agreement for business space.3. Signs all business payroll and expense checks.4. Distributes employee payroll checks.5. Makes business operational decisions.6. Prepares and gives speech at the Opening Town Meeting.7. Assists with all business duties when employees are on break.8. Takes the JA BizPrep envelope with the Accounting Report back to school.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Inputs employee payroll information.2. Prints payroll and business expense checks.3. Keeps all records of business expenses and payments.4. Makes business deposits at Bank.5. Signs business checks if CEO is not available.6. Prints Accounting Report and calculates the business profit or loss.7. Reports business profit or loss at Closing Town Meeting.
<p style="text-align: center;">FINANCIAL CONSULTANT</p> <ol style="list-style-type: none">1. Meets with investors and informs them about stocks that are available to purchase.2. Completes investors' stock portfolios with opening and closing prices.3. Delivers stock portfolios to investors later in day.	