

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Processes all business Loan Applications.2. Signs all business payroll and expense checks.3. Signs Rental Agreement for business space.4. Meets with personnel from other businesses when they visit.5. Supervises employees and business operations.6. Accepts business deposits.7. Prepares and gives speech at Closing Town Meeting.	<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. Signs payroll checks if CEO is not available.4. Pays online bills sent to business.5. Keeps all records of business expenses and payment.6. Makes business deposits to Bank.
<p style="text-align: center;">PERSONAL BANKER</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 File Clerk with filing, when necessary.	<p style="text-align: center;">FILE CLERK</p> <ol style="list-style-type: none">1. Issues cash to Tellers and complete cash-out tickets as needed.2. Accepts paperwork from business representatives at the Business Window and passes to CEO or CFO.3. Files business checks and paperwork received from CEO.4. Files personal checks and business deposits.
<p style="text-align: center;">SAVINGS OFFICER</p> <ol style="list-style-type: none">1. Educates citizens around town about the importance of saving.2. Conducts a survey about the Savings habits of citizens and encourages them to save.3. Issues Savings Certificates.4. Prepares savings report for Closing Town Meeting.	