

Business Service Center



JA BizTown®

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. Prepares and gives speech at a Town Meeting.6. Assists with all business duties when employees are on break.7. Works with employees to determine prices for products and special promotions.	<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 and distributes 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.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none">1. Purchases business supplies from the Supply and Delivery Center.2. Collects ads and ad payments from each JA BizTown business.3. Forwards collected payments to CFO.4. Assists Software Engineers and Sales Managers as necessary.	<p style="text-align: center;">SOFTWARE ENGINEER</p> <ol style="list-style-type: none">1. Learns operation of computer program and web design software.2. Inputs web page information into web page templates.3. Verifies the spelling and accuracy of the web page templates.4. Assures web page information is complete.5. Shares information on how to access web pages with the CEO of each business.
<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none">1. Meets with CEO to set prices.2. Learns to operate the sales computer, greets customers, and assists them with sales.3. Takes customer orders.4. Accepts sale payments.5. Forwards personal web page ad copy to Software Engineer for development.	