

<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 Town Meeting. 6. Works with employees to determine pricing of products. 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 and submits business loan to the bank. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Signs payroll checks if CEO is not available. 5. Pays online bills sent to business. 6. Keeps all records of business expenses and payment. 7. Makes business deposits to Bank.
<p style="text-align: center;">POWERTRAIN DESIGN ENGINEER</p> <ol style="list-style-type: none"> 1. Designs, builds and tests a model of an alternative energy vehicle. 2. Completes project and makes recommendation to CEO. 3. Assist with customer sales when needed. 	<p style="text-align: center;">PRODUCTION MANAGER</p> <ol style="list-style-type: none"> 1. Works with CEO to set prices of products. 2. Sets up the Point of Sale system (POS). 3. Assembles products for retail sales with manufacturing equipment, including a Button Machine. 4. Creates an attractive display area for sale products. 5. Greets customers and accepts sales.
<p style="text-align: center;">VEHICLE DESIGN SPECIALIST</p> <ol style="list-style-type: none"> 1. Uses Polaris Vehicle Explorer software to design specialized vehicles for other businesses. 2. Invoices JA BizTown Staff for projects. 3. Assists customers with designing their vehicle. 4. Assists with sales and product assembly as needed. 	