

Professional Office Business Overview



Offers a variety of professional services by true professionals. This business is comprised of small business owners.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Submits loan application. 2. Signs all business payroll checks. 3. Oversees business operations and makes business decisions. 4. Prepares and sends professional services invoices. 5. Signs Insurance Policy and Rental Agreement. 6. Completes the Business Improvement Plan. 7. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Makes business expense payments. 5. Makes business deposits and tracks loan payoff progress.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Prepares and sends advertising invoices. 3. Collects Radio Ads and delivers to the DJ to read on the air. 4. Sets up Point of Sale system. 5. Greets customers, assists with song requests, and processes payments. 6. Solicits song requests from JA Staff. 	<p style="text-align: center;">CPA</p> <ol style="list-style-type: none"> 1. Discusses Inventory Loss Prevention with retail shops. 2. Audits business financial records. 3. Educates CFO on loan payoff tracking. 4. Visits the Supply Center to verify inventory accuracy.
<p style="text-align: center;">DJ</p> <ol style="list-style-type: none"> 1. Selects music for airtime. 2. Completes scheduling of on-air play list, ads, and PSAs to avoid "dead air". 3. Clearly reads ads and song requests with enthusiasm and energy. 4. Assists Ad Executive with greeting customers, taking song requests, and processing payments, when needed. 	<p style="text-align: center;">EDITOR</p> <ol style="list-style-type: none"> 1. Oversees the layout of the advertisements, articles, and photographs for the newspaper. 2. Proofreads all submitted articles and advertisements. 3. Prepares newspapers for sale. 4. Assists with selling the newspaper.
<p style="text-align: center;">INSURANCE AGENT</p> <ol style="list-style-type: none"> 1. Completes Insurance Agent Licensing Exam. 2. Prepares and sends Insurance invoices. 3. Issues Insurance Policies to each <i>JA BizTown</i> business to cover property damage and liability. 4. Processes business insurance claim form and payment. 	<p style="text-align: center;">PHOTOGRAPHER</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Takes photographs of <i>JA BizTown</i> officials, citizens, etc. at town events for the newspaper. 3. Visits each business and photographs employees. Acts as paparazzi to gather fun photos of the <i>JA BizTown</i> visit.
<p style="text-align: center;">RENTAL AGENT</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Completes rental agreement for each <i>JA BizTown</i> business. 3. Collects and stores the "For Rent" signs. Fills in for Investment Advisor, if necessary. 	<p style="text-align: center;">TV Camera Operator/Editor</p> <ol style="list-style-type: none"> 1. Films news, interviews and ads. 2. Directs production of videos. 3. Edits videos for production. 4. Assists the TV Team as needed.
<p style="text-align: center;">TV Host Anchor/Reporter</p> <ol style="list-style-type: none"> 1. Prepares the studio set for filming. 2. Hosts news, interviews, ads. 3. Assists TV Camera Operator & Editor with video production. 4. Prepares and gives speech at the Closing Town Meeting, if time allows. 5. Assists the TV Team as needed. 	<p style="text-align: center;">TV Operations Manager</p> <ol style="list-style-type: none"> 1. Sells ads to businesses. 2. Escorts clients to studio set. 3. Assists in video production as needed. 4. Edits videos for productions as needed. 5. Assists the TV Team as needed. 6. Creates Video PSAs as time allows.