

# Science & Industry

## Business Overview



This business is a leading retail storefront in *JA BizTown*.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Works with employees to determine pricing of products.</li> <li>5. Signs Insurance Policy and Rental Agreement.</li> <li>6. Completes the Business Improvement Plan.</li> <li>7. Works with Sales Associate(s) to reorder additional inventory, if needed.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Makes business expense payments.</li> <li>5. Makes business deposits and tracks loan payoff progress.</li> </ol>
<p><b>SALES ASSOCIATE</b></p> <ol style="list-style-type: none"> <li>1. Distributes supplies received from the Supply Center.</li> <li>2. Works with CEO to determine product prices.</li> <li>3. Sets up Point of Sale system.</li> <li>4. Prepares sales area with product display.</li> <li>5. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>6. Uses inventory loss prevention tools to limit losses.</li> <li>7. Works with CEO to reorder additional inventory, if needed.</li> </ol>	