

Utility Company

Business Overview



Provides electric power to run *JA BizTown*. Energy conservation and community philanthropy are also a focus for this business.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs all business payroll checks. 3. Oversees business operations and makes business decisions. 4. Prepares and sends electric utility invoices. 5. Signs Insurance Policy and Rental Agreement. 6. Completes the Business Improvement Plan. 7. Prepares and gives speech at the Opening and Closing Town Meetings, 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;">COMMUNITY RELATIONS MANAGER</p> <ol style="list-style-type: none"> 1. Selects worthwhile non-profit community project(s) to support. 2. Collects philanthropy pledge from each business. 3. Prepares and sends non-profit invoices. 4. Completes and delivers philanthropy certificates to businesses. 5. Prepares and gives speech at the Closing Town Meeting, if time permits. 	<p style="text-align: center;">CUSTOMER SERVICE REPRESENTATIVE</p> <ol style="list-style-type: none"> 1. Calculates electricity usage for billing purposes. 2. Completes utility applications. 3. Prepares and sends utility invoices. 4. Assists others, as needed.
<p style="text-align: center;">EFFICIENCY MARKETING MANAGER</p> <ol style="list-style-type: none"> 1. Informs each business CEO of energy audit process. 2. Performs energy audit. 3. Changes filters. 4. Prepares and presents energy saver certificates. 5. Assists others, as needed. 	<p style="text-align: center;">POWER DELIVERY ADMINISTRATOR</p> <ol style="list-style-type: none"> 1. Surveys each business noting safety devices and other relevant and required information. 2. Conducts safety audit of each business and reports areas of improvement to business CEO. 3. Posts safety audit in each business.