

Aerospace Manufacturing

Business Overview



A world-leading provider of jet and turboprop engines, that produces high-quality, locally assembled engines for corporate aircraft. Additionally, offers citizen tours of the facility and souvenirs for purchase.

<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. Signs Insurance Policy and Rental Agreement. 5. Completes the Business Improvement Plan. 6. 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. 6. Processes and approves all business customer's deposits.
<p style="text-align: center;">A&P TECHNICIAN</p> <ol style="list-style-type: none"> 1. Reviews engine assembly instructions. 2. Completes A&P Technician Certification Test. 3. Receives incoming work orders and completes work as assigned. 4. Works with Process Engineer to identify and implement process improvements. 5. Assist Sales Associate with customer sales, as necessary. 	<p style="text-align: center;">PROCESS ENGINEER</p> <ol style="list-style-type: none"> 1. Leads team meetings to discuss potential process improvements and work with A&P Technician to implement those improvements. 2. Assists A&P Technician with assembly work as needed. 3. Reviews quality of each product assembled. 4. Gives Plant Tours to visitors. 5. Assists Sales Associate with customer sales, as necessary.
<p style="text-align: center;">SALES ASSOCIATE</p> <ol style="list-style-type: none"> 1. Prepares billing invoices. 2. Distributes supplies received from the Supply Center. 3. Works with CEO to determine product prices. 4. Sets up Point of Sale system. 5. Prepares sales area with product display, and creates sales flier for retail items. 6. Greets customers, assists them with sales, and processes payments for sale of products. 7. Works with CEO to reorder additional inventory, if needed. 	









Auto Dealership

Business Overview



Local auto dealership provides auto leases and loans to *JA BizTown* businesses and vehicle repair services to citizens.









 <p style="text-align: center;">CEO/ GENERAL MANAGER</p> <ol style="list-style-type: none"> 1. Submits loan application. 2. Processes Business Loan Applications. 3. Signs all business payroll checks. 4. Oversees business operations and ensures excellent customer service across the dealership sales and service departments. 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. 8. Responsible for setting store's culture standards. 	<p style="text-align: center;">CFO/ FINANCE MANAGER</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. 6. Approves all financial paperwork before completed by customers. 
 <p style="text-align: center;">PRODUCT SPECIALIST</p> <ol style="list-style-type: none"> 1. Uses provided online sales tool to help customers build their vehicles. 2. Works closely with Sales Team Leader to provide customer with best vehicle to fit customer's needs and budget. 3. Prepares sales paperwork with customer and forwards to Finance Manager for review. 4. Ensure every customer has extraordinary experience throughout the sales process. 	<p style="text-align: center;">SALES TEAM LEADER</p> <ol style="list-style-type: none"> 1. Calculates sales figures and estimates for Product Specialist. 2. Oversees and assist Product Specialist with collection of customer paperwork before forwarding to Finance Manager. 3. Completes financial paperwork with customer once approved. 4. Collects customer testimonials for General Manager's Business Improvement Plan. 
 <p style="text-align: center;">SERVICE ADVISOR</p> <ol style="list-style-type: none"> 1. Greets customers as they arrive for vehicle maintenance services. 2. Makes maintenance and repair recommendations to customers. 3. Creates work orders for Service Technician. 4. Collects payment for any/all service work. 5. Collects customer testimonials for General Manager's Business Improvement Plan. 	<p style="text-align: center;">SERVICE TECHNICIAN</p> <ol style="list-style-type: none"> 1. Monitors incoming work orders for vehicle repairs and maintenance. 2. Becomes mechanical expert at using online tool for all service procedures available. 3. Instructs citizens on how to use provided online tool to preform needed service items. 4. Ensure work orders are completed timely and in order. 5. Maintains a clean work environment. 

City Hall

Business Overview



The center of government and social services. It is responsible for collecting taxes, operating a postal center, overseeing law enforcement, providing attorney services, and assisting citizens in all civic matters.

 <p style="text-align: center;">MAYOR (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. Signs Insurance Policy and Rental Agreement. 5. Completes the Business Improvement Plan. 6. Prepares and gives speech at the Opening and Closing Town Meetings. 7. Interviews citizens, teachers, and volunteers for award nominations. 8. Prepares certificates for various awards. 	<p style="text-align: center;">CONTROLLER (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. Prepares and submits the Promissory Note. 6. Makes business deposits and tracks loan payoff progress. 
 <p style="text-align: center;">CITY ATTORNEY</p> <ol style="list-style-type: none"> 1. Reviews and signs legal documents (i.e. loan agreements, rental agreements). 2. Investigates criminal case(s) and prepares case results and recommendations. 3. Prepares and gives speech at the Closing Town Meeting, if time permits. 	<p style="text-align: center;">ELECTION OFFICER</p> <ol style="list-style-type: none"> 1. Welcomes and greets visitors to City Hall. 2. Prepares voting system and checks citizens in to vote. 3. Writes PSA for encouraging voting. 4. Prepares and gives voting results speech at the Closing Town Meeting, if time permits. 5. Assists others as needed. 
 <p style="text-align: center;">IRS AGENT</p> <ol style="list-style-type: none"> 1. Completes <i>JA BizTown</i> census to record official population. 2. Collects personal income taxes from citizens. 3. Prepares and sends property and payroll tax invoices. 	<p style="text-align: center;">LAW ENFORCEMENT OFFICER</p> <ol style="list-style-type: none"> 1. Provides town security. 2. Reviews laws to be enforced at <i>JA BizTown</i>. 3. Determines fines for violations. 4. Issues tickets to citizens in violation of laws. 5. Manages the collection of fines. 6. Solves case using provided clues. 
 <p style="text-align: center;">MAIL CARRIER</p> <ol style="list-style-type: none"> 1. Collects friendly letters from the <i>JA BizTown</i> central mailbox. 2. Sorts, tallies, and stamps friendly letters. 3. Delivers processed mail to individual citizens in <i>JA BizTown</i>. 	<p style="text-align: center;">MARKETING DIRECTOR</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Takes photographs of <i>JA BizTown</i> people and events and video records Opening Town Meeting. 3. Prepares radio PSA for Citizen of the Day award. 4. Develops the Town's website. 

Credit Union

Business Overview



Leading financial institution in the town provides business loans and personal checking and savings services for citizens.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Prepares the Credit Union Charter. 2. Processes Business Loan Applications. 3. Signs all business payroll checks. 4. Oversees business operations and makes business decisions. 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. 6. Processes and approves all business customer's deposits.
<p style="text-align: center;">FILE CLERK</p> <ol style="list-style-type: none"> 1. Prepares teller cash drawers and completes associated paperwork. 2. Distributes the supplies received from the Supply Center. 3. Ensures tellers have consistent supply of cash for citizen withdrawals. 4. Files citizen banking paperwork. 	<p style="text-align: center;">MEMBER CONSULTANT</p> <ol style="list-style-type: none"> 1. Delivers business deposit bags. 2. Prints and delivers citizen ID cards. 3. Greets customers as they visit the bank. 4. Accepts business loan applications for processing by Bank CEO. 5. Accepts citizen's checking deposits and hands appropriate cash back. 6. Records customer's banking transactions in computer system. 7. Encourages citizens to open a personal savings account. 8. Balances cash drawers. 9. Accepts business deposits for approval by Bank CFO.



Education Center

Business Overview



Provides business improvement incentives for participating business that focus on running quality businesses and improving employee satisfaction. Operates a high-tech retail storefront. Designs, creates, and sells 3D printed products to citizens.



<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 Grant Proposal for Education Services. 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;">CAD DESIGNER & ENGINEER</p> <ol style="list-style-type: none"> 1. Learns how to operate the 3D printers. 2. Fulfills work orders by creating objects ordered by customers. 3. Submits finished products to Production Manager for quality control checks. 4. Designs new products for possibly future production. 	<p style="text-align: center;">PRODUCTION MANAGER</p> <ol style="list-style-type: none"> 1. Works with CEO and Sales Manager to determine product prices. 2. Creates marketing signs and posters to promote sales. 3. Inspects finished products for quality. 4. Packages finished work orders. 5. Delivers customer finished product. 6. Encourages citizens to take Holland Code Assessment.
<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Works with CEO and Production Manager to determine product prices. 3. Sets up Point of Sale system. 4. Assists customers with purchasing products, processes payments for sale of products. 5. Forwards cash payments to CFO. 6. Forwards product orders to Production Manager. 7. Works with CEO to reorder additional inventory, if needed. 	

Graphic Design

Business Overview



Leading graphic design company responsible for creating materials to support the marketing and promoting of the businesses of *JA BizTown*, and to provide high quality retail items to citizens.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs all business payroll and expense checks. 3. Oversees business operations and makes business decisions. 4. Works with entire team to determine product prices for items from Supply Center, and products created by the Production Team. 5. Signs Insurance Policy and Rental Agreement. 6. Completes the Business Improvement Plan. 7. Prepares and gives speech at the Opening Town Meeting. 	<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. Processes payments for business expenses. 4. Makes business deposits at Bank. 5. Signs business checks if CEO is not available. 6. Tracks loan payoff progress.
<p style="text-align: center;">ARTIST</p> <ol style="list-style-type: none"> 1. Creates artwork and graphic designs for business customers. 2. Fulfills business marketing materials orders for business customers in a timely manner. 3. Submits completed business marketing materials orders to Corporate Sales Manager for quality control checks. 4. Creates sales flyers for retail sale items. 5. Works closely with Retail Sales Manager in the process of creating retail products. 	<p style="text-align: center;">CORPORATE SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with other business representatives to select items for their business marketing needs. 2. Submits business marketing materials order forms to Artist(s) for completion. 3. Inspects finished business marketing material orders for quality. 4. Generates business invoices for the sale of business marketing materials. 5. Provides excellent customer service.
<p style="text-align: center;">PRODUCTION TEAM</p> <ol style="list-style-type: none"> 1. Meets with Freckles Volunteer to learn how to operate graphic design equipment. 2. Fulfills work orders from Retail Sales Manager by working with Freckles Volunteer to create high quality graphic design products. 3. Submits finished products to Corporate Sales Manager for quality control checks. 4. Assists Retail Sales Manager with greeting customers, sales and process of payments. 5. Provides excellent customer service. 	<p style="text-align: center;">RETAIL SALES MANAGER</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Works with CEO to determine product prices of items. 3. Prepares sales area with product display. 4. Works with Artist to creates posters to promote sales. 5. Sets up Point of Sale System with Sales Rep. 6. Greets customers, assists with sales, and processes payments for sale of products. 7. Works with CEO and Sales Manager to reorder additional inventory, if needed.



Healthcare Center Business Overview



Indiana University Health

Offers citizens Wellness Exams to educate patients about their health. The clinic also performs healthy eating education, offers mental health resources, promotes disease control and shares public service announcements.

<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 health care 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;">DIETICIAN</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Conducts nutrition survey. 3. Promotes healthy eating by conducting nutrition education activity with citizens. 4. Writes a public service announcement about healthy eating habits. 	<p style="text-align: center;">EVS TECHNICIAN</p> <ol style="list-style-type: none"> 1. Ensures area is properly cleaned after every Wellness Exam. 2. Writes a public service announcement promoting hand washing and decreasing communicable disease transfer. 3. Creates steps for proper hand hygiene and works to educate fellow citizens with demonstration activity.
<p style="text-align: center;">MENTAL HEALTH PROFESSIONAL</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Writes a public service announcement about mental health wellness. 3. Promotes healthy mental health by conducting mindfulness education activity with citizens. 	<p style="text-align: center;">PATIENT REGISTRAR</p> <ol style="list-style-type: none"> 1. Distributes health care vouchers. 2. Informs businesses of financial benefits that result from healthy employees. 3. Responsible for checking in citizens for the wellness exam. 4. Delivers Healthcare Subsidy payment to businesses when 75% of their employees have completed wellness exams.
<p style="text-align: center;">REGISTERED NURSE</p> <ol style="list-style-type: none"> 1. Writes public service announcements (PSAs) about provided health care topics. 2. Conducts Wellness Exams on <i>JA BizTown</i> citizens. 3. Prepares and gives speech at the Closing Town Meeting, if time permits. 	



Logistics Manufacturing

Business Overview



Logistics operates a retail storefront for JA BizTown citizens and provides logistic assistance to other businesses.



<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 during work day/round. 4. Signs Insurance Policy and Rental Agreement. 5. Completes the Business Improvement Plan. 6. Prepares and gives speech at the Opening Town Meeting, if time permits. 7. Manages profitability by filling in for leadership team where necessary. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Prints and distributes employee payroll checks. 3. Makes business expense payments. 4. Makes business deposits and tracks loan payoff progress. 5. Reports each game round net profits to JA Staff 6. Manages profitability by filling in for leadership team where necessary.
<p style="text-align: center;">ENGINEERING LEADER</p> <ol style="list-style-type: none"> 1. Distributes engineering labor hours between production and innovation. 2. Utilizes engineers to complete each unit from sales orders per round. 3. Ensures the equipment design is correct per unit spec and forwards to HR Leader per round. 4. Levels up on the product development map through problem solving to increase profit per unit. 5. Collaborates with leadership team to increase profitability. 	<p style="text-align: center;">HR LEADER</p> <ol style="list-style-type: none"> 1. Ensures each unit on the assembly line que is staffed for production. 2. Determines if enough staff is in attendance to complete the units per round. 3. Manages all staffing challenges or successes per round. 4. Forwards staffed units to Materials Leader per round. 5. Writes a radio PSA for new employee recruitment. 6. Collaborates with leadership team to increase profitability.
<p style="text-align: center;">MATERIALS LEADER</p> <ol style="list-style-type: none"> 1. Ensures each unit on the assembly line que is prepared with materials for production. 2. Processes the round's units on the assembly line que based on materials available and forwards completed units to the drop lot. 3. Manages all materials challenges or successes per round. 4. Accounts for and communicates all unused materials to be used on future rounds to leadership team. 5. Collaborates with leadership team to increase profitability. 	<p style="text-align: center;">SALES LEADER</p> <ol style="list-style-type: none"> 1. Reviews the sales market environment card and secures sales bids to begin each round. 2. Prepares the unit orders and forwards to Engineering Leader per round. 3. Completes round's cycle by tallying unit production in drop lot and reporting net profit to CFO for payment collection. 4. Collaborates with leadership team to increase profitability.

Manufacturing & Engineering

Business Overview















Assembles and installs generators and operates a retail storefront.



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 newspaper 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. 

Restaurant

Business Overview



A food service business that offers popcorn, cookies and pop for purchase to the JA BizTown citizens.

 <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. Signs Insurance Policy and Rental Agreement. 5. Completes the Business Improvement Plan. 6. 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. 6. Create sales projections for store. 
 <p style="text-align: center;">BEVERAGE TEAM MEMBER</p> <ol style="list-style-type: none"> 1. Prepares lunch area, sets up chairs, tables, cleans area, etc. 2. Maintains a clean work environment. 3. Monitors beverage supply inventory and works with General Manager if reorders are necessary. 4. Assists and substitutes for Shift Leader as needed. 	<p style="text-align: center;">FOOD TEAM MEMBER</p> <ol style="list-style-type: none"> 1. Prepares lunch area, sets up chairs, tables, cleans area, etc. 2. Maintains a clean work environment. 3. Prepares food (popcorn/cookies) items for sale. 4. Monitors food supply inventory and works with General Manager if reorders are necessary. 5. Assists and substitutes for Shift Leader as needed. 
 <p style="text-align: center;">SHIFT LEADER</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Prepares lunch area, sets up chairs, tables, cleans area, etc. 3. Maintains a clean work environment. 4. Takes customer orders, receives payment, and delivers food and/or beverage items to customers. 5. Forwards collected cash payments to CFO for deposit. 	<p style="text-align: center;">STORE GENERAL MANAGER</p> <ol style="list-style-type: none"> 1. Prepares lunch area, sets up chairs, tables, cleans area, etc. 2. Wipes tables and chairs, sweeps floor, and empties trash bins in restaurant. 3. Talks with customers to be sure they are satisfied with the service. 4. Handles any spill or cleanliness issues in customer eating areas. 5. Works with employees to reorder additional inventory, if needed. 

Heating & Cooling Services

Business Overview



This business is a leading provider of HVAC services in JA BizTown.

CEO

1. Submits loan application.
2. Signs all business payroll checks.
3. Oversees business operations and makes business decisions.
4. Works with employees to determine pricing of products.
5. Signs Insurance Policy and Rental Agreement.
6. Completes the Business Improvement Plan.
7. Works with Sales Associate(s) to reorder additional inventory, if needed.
8. Prepares and gives speech at the Opening Town Meeting, if time permits.



CFO

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.



COMFORT CONSULTANTS

1. Distributes supplies received from the Supply Center.
2. Sells Corporate HVAC Units to each business CEO.
3. Completes financial paperwork with customer once approved.
4. Conducts temperature audit of each business and reports areas of improvement to business CEO.
5. Provides excellent service.



Supply Center

Business Overview



The sole distributor of business materials to all *JA BizTown* businesses. It's the only wholesale business.

<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. Signs Insurance Policy and Rental Agreement. 5. Prepares and sends Supply invoices. 6. Completes the Business Improvement Plan. 7. Assists Sales Associate(s) with supply reorders, if needed. 8. 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;">COUNTER SALES ASSOCIATE</p> <ol style="list-style-type: none"> 1. Stocks business supply bins for next day's business operations. 2. Follows procedures for filling supply reorders. 3. Provides sharpened pencils for businesses. 4. Maintains an organized work environment. 5. Ensures supplies are purchased by businesses only. 6. Assists Inside Sales Associate, as needed. 	<p style="text-align: center;">DRIVER ASSOCIATE</p> <ol style="list-style-type: none"> 1. Delivers initial supply orders to each <i>JA BizTown</i> business. 2. Verifies part numbers, quantities and product condition. 3. Picks up and delivers electrical supplies in a timely fashion. 4. Provides excellent service. 5. Maintains an organized work environment. 6. Assists Sales Associate(s), as needed.
<p style="text-align: center;">INSIDE SALES ASSOCIATE</p> <ol style="list-style-type: none"> 1. Receives and processes customer orders and requests for products. 2. Prepares and sends Electrical Supply invoices for orders received. 3. Works closely with Driver Associate to ensure orders are delivered in a timely fashion. 4. Maintains an organized work environment. 5. Ensures supplies are purchased by businesses only. 6. Assists Counter Sales Associate, as needed. 7. Backs up Driver Associate when he/she is on break. 	



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 of each business. 3. Writes a PSA about how to save energy. 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.

