

Bank

Business Overview



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



CEO

1. Prepares the Bank Charter.
2. Processes Business Loan Applications.
3. Oversees business operations and makes business decisions.
4. Opens Utility Account.
5. Distributes business supplies.
6. Signs Insurance Policy and Lease Agreement.
7. Completes the Business Improvement Plan.
8. Prepares and gives speech at the Opening Town Meeting, if time permits.

CFO

1. Places supply order.
2. Inputs employee payroll information.
3. Processes business payroll.
4. Prepares direct deposit enrollment paperwork.
5. Makes business expense payments.



FILE CLERK

1. Prepares teller cash drawers and completes associated paperwork.
2. Ensures Tellers have consistent supply of cash for client withdrawals.
3. Files client and business banking paperwork.
4. Fills in for Personal Banker, if necessary.

PERSONAL BANKER

1. Fills out banking certificates.
2. Accepts business loan applications for processing by the Bank CEO.
3. Delivers business deposit bags.
4. Assists clients as they open a personal savings account.
5. Accepts and approves business deposits.



SECURITY OFFICER

1. Provides Bank security.
2. Reviews laws to be enforced at JA BizTown.
3. Issues tickets to citizens in violation of laws.
4. Manages the collection of fines.
5. Investigates theft case.

TELLER

1. Greets customers as they visit the bank.
2. Accepts client's checking deposits and hands appropriate cash back.
3. Records customer's banking transactions in computer system.
4. Accepts business direct deposit paperwork.
5. Maintains a balanced cash drawer.

