

# Money Transfer

## Business Overview



Sends and receives international money transfers for citizens.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits Loan Application to bank.</li> <li>2. Oversees business operations and makes business decisions.</li> <li>3. Opens Utility account.</li> <li>4. Distributes business supplies.</li> <li>5. Prepares and sends business sales invoices.</li> <li>6. Signs Insurance Policy and Lease Agreement.</li> <li>7. Completes the Business Improvement Plan.</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. Places supply order and reorder, if needed.</li> <li>2. Submits online request for business loan.</li> <li>3. Inputs employee payroll information.</li> <li>4. Processes business payroll.</li> <li>5. Prepares direct deposit enrollment paperwork.</li> <li>6. Completes Loan Promissory Note.</li> <li>7. Makes business expense payments.</li> <li>8. Submits business deposits.</li> <li>9. Makes business loan payments and tracks loan payoff progress.</li> <li>10. Calculates brokerage commissions and submits request for payment.</li> </ol>
<p style="text-align: center;"><b>CASHIER</b></p> <ol style="list-style-type: none"> <li>1. Distributes money transfer paperwork and instructions.</li> <li>2. Prepares currency exchange activity.</li> <li>3. Assists customers with filling out money transfer paperwork.</li> <li>4. Completes financial transfers on computer.</li> <li>5. Fills in for Marketing Manager, when needed.</li> </ol>	<p style="text-align: center;"><b>MARKETING DIRECTOR</b></p> <ol style="list-style-type: none"> <li>1. Sets up Point of Sale system.</li> <li>2. Works with CEO to determine product prices.</li> <li>3. Prepares sales area with product display.</li> <li>4. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>5. Takes precautions to avoid inventory loss.</li> <li>6. Works with CFO to reorder additional inventory, if needed.</li> <li>7. Creates marketing flyer.</li> <li>8. Creates web page.</li> <li>9. Conducts a consumer research survey.</li> <li>10. Fills in for Cashier, when needed.</li> </ol>