

# Money Transfer

## Business Overview



Sends and receives international money transfers for citizens.



### CEO

1. Submits Loan Application to bank.
2. Oversees business operations and makes business decisions.
3. Opens Utility account.
4. Distributes business supplies.
5. Prepares and sends business sales invoices.
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 and reorder, if needed.
2. Submits online request for business loan.
3. Inputs employee payroll information.
4. Processes business payroll.
5. Prepares direct deposit enrollment paperwork.
6. Completes Loan Promissory Note.
7. Makes business expense payments.
8. Submits business deposits.
9. Makes business loan payments and tracks loan payoff progress.
10. Calculates wire transfer fees.



### CASHIER

1. Distributes money transfer paperwork and instructions.
2. Prepares currency exchange activity.
3. Assists customers with filling out money transfer paperwork.
4. Completes financial transfers on computer.
5. Fills in for Marketing Manager, when needed.

### MARKETING DIRECTOR

1. Sets up Point of Sale system.
2. Works with CEO to determine product prices.
3. Prepares sales area with product display.
4. Greets customers, assists them with sales, and processes payments for sale of products.
5. Takes precautions to avoid inventory loss.
6. Works with CFO to reorder additional inventory, if needed.
7. Creates marketing flyer.
8. Creates web page.
9. Conducts a consumer research survey.
10. Fills in for Cashier, when needed.

