

# Task Guide

## Accounting Roles

**Responsible: Chief Financial Officer**

### Project Description:

To help make the accounting department run effectively it is important that certain roles are established so employee become familiar with their jobs and the complex things they need to do. Review the roles with your department and ask for volunteers to work in the specific areas of need. If no volunteers step forward then assign the responsibilities based on who you feel will do the best job in that role.

### Roles:

**Company Banking:** The person in this position will be responsible for training employees on using the company bank, monitoring and setting up employee accounts, payment of company bills, cashing of payroll checks, setting up a direct deposit program, tracking to ensure employees pay their personal bills.

**Purchasing:** The person in this position will be responsible for ordering products and supplies that need to be purchased, generate orders inventory orders from the wholesale marketplace, create a monthly purchase reports, work with the sales department on product inventory.

**Payroll:** The person in this position will be responsible for the bimonthly payroll of the company. They will design the company paycheck, print paychecks twice each month (1st/15th), have the chief officer sign the paychecks, calculate payroll deductions each pay period and generate a monthly payroll report.

**Collections:** The person in this position will be responsible for contacting people that have purchased from the company and have not paid. They will be using the internet to send out collection letters and follow up on outstanding accounts that are past due. They will generate monthly collections reports.

**Accounts Receivable:** The person in this position will be responsible for monitoring and maintaining the company accounting books. They will be trained in the SAGE 50 software. They will track all money that goes in and out of the company and will generate monthly accounting reports. They will work closely with the CFO to maintain the financial records of the company.

Print this sheet and record the employees that will serve in the roles, (people can be used in no more than two roles.)

Department Role	Name of Employee
Company Banking Associate	
Purchasing Associate	
Payroll Associate	
Collections Associate	
Accounts Receivable Associate	