Accounting Department

Bimonthly Tasks for September Weeks 1-2

60 pts - Each department leader needs to show evidence of completion on or before September 13th Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit. Assign the below tasks to team members so that you can complete all tasks by the deadline.

Task 1. Junior Company Interview Preparation:

Participate in meeting time to meet with the prospective junior chief officer applicants before they interview. Share the basics of what you do in the position in a big picture and what you do in a typical week. Participate in the company interviews for that position.

5pts Evidence: Signed Verified Mr. Gersten______________________ Responsibility of CFO

Task 2. Accounting-Sales Flowchart:

Meet with the Sales Department in the conference room and work together through the **ACCT1: Establish An Accounting System** found in the **Hub** under **Accounting and Finance**. Review each slide and make sure everyone understands how the flow works. After reviewing the slide show workflow create a company work flow chart (or update it if you did last year) and review and revise the flow to update for the new department team members. If your company does not have a detailed flow chart you will need to make that. Get a poster paper and some post-it notes and work together to build the flow chart of roles and responsibilities for all team members. You can see an excellent example of what we are looking for in the Task matrix under **Sales –> FlowChart**. Once the poster is done. Assign one person from the group to design and replicate the chart in InDesign so that is can be easily shared with all team members. When done reconvene the groups and present the finalized Accounting/Sales flowchart. Print copies for all team members and make sure all team members understand their role in the flow and they understand where they receive their work and where it flows to when they are done. Email the flowchart out to all team members and your facilitator so they will have a digital copy whenever they need to refer to the flowchart.

10 pts Evidence: Completed Company Sales-Accounting flowchart: Submit in Canvas

Responsibility: All Team Members

5 pts Evidence: Submit finished presentation in Canvas:

Responsibility: Chief Financial Officer & VP of Sales

Task 3. Revisit Business Plan Financials

The main focus of the next couple weeks will be to update the financial sections of the company business plan. Take some time to review the financial write up from finalist business plans from the national championships last year. Review all eight plans and compare your plan financial write up with the top teams. Review and rework the financial sections of your business plan based on what you think you can improve from what you observed in the top plans. When finished, share that section with your facilitator and chief officers so they can include it in the business plan.

10 pts Evidence: Revised Financial Write Up: Submit in Canvas

Responsibility: Chief Financial Officer

Task 4. Payroll & Paychecks

Revisit the direct deposit option with all employees. Design a form that allows them to request the direct deposit of their paycheck each pay period. Forward the completed forms to HR for filing in the employee's personnel folder. Create a list of employees that would like to have direct deposit and share that with the bank manager. Handout or issue (digitally) the September paychecks and prepare the September 15th paychecks so they are ready to hand out.

5 pts Evidence: Direct deposit form and list of sign-ups: Submit in Canvas

5 pts Evidence: Issue September 1st Paychecks: Facilitator Signature______________________

5 pts Evidence: Prepare September 15th Paychecks: Facilitator Signature______________________

Responsibility of Payroll Associate

Task 5. Quickbooks Set Up
Work through **ACCT2: Set Up a Quickbooks Account** found in the **Hub** under **Accounting and Finance**. It is best to have two or more department members to learn the Quickbooks system and work through this task together. Once you have completed the set-up of your company Quickbooks account, show your facilitator around the program and get their signature by showing you have completed this task.
10 pts Evidence: Quickbooks Account Set Up: Facilitator Signature______________________
Responsibility of Chief Financial Officer and or Accounts Receivable Associate

Task 6. Company Expense Report for August
Download the Monthly Accounting Checklist from the Task Matrix and complete all accounting functions for the month of August, print the completed checklist when it is completed. Using the Expense Report for August expenses, pay and date all company expenses as you pay them in the bank. Print the completed Expense Report and add it to your company accounting binder. Turn in the finished Expense report, Checklist and screenshot of bank showing company expenses paid to your facilitator.
5 pts Evidence: Dated August Expense Report:
Responsibility of Accounts Receivable
5 pts Evidence: Monthly Accounting Checklist completed and all expenses paid (bank screenshot):
Responsibility of the Bank Manager

Task 7. Life Happens
Download and print the series of Life Happens cards from the Task Matrix. Print the card sheets and cut out the cards. Get a container the put cards in and facilitate the issuing of cards to employees one time each week. Create a two-week recording sheet that each employee signs when they receive their weekly card.
5 pts Evidence: Completed Recording Sheet: Submit with Task Verification Form
Responsibility of Bank Manager