Bimonthly Tasks for September: Weeks 3-4

60 pts - Each department leader needs to show evidence of completion on or before September 28th. 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.

Accounting Department

1. Hiring Process & Department Placement:

You will be holding interviews to fill positions for your department team. Coordinate with the Vice President of Human Resources when you would like to schedule the interviews. During this process you will record your applicants in sequential order based on preference of hire. Following all the interviews the leadership team will meet and place employees.

_____ 10pts   **Evidence: Interviews completed**
CFO is responsible

2. Accounting Department Roles & Responsibilities:

Once your department has been selected, you will meet as a department (include your COO) and assign all tasks for the next 2 weeks. Print the accounting **ROLES** task guide from the VE Task Matrix web page. Review the roles and decide who is responsible for each area for the year. Each role will have different responsibilities in the accounting department. Many of these roles will not start until the company begins doing business in December so those who have less work can work on special projects. In addition you will be assigning team members to work on the tasks below.

_____ 10pts   **Evidence: Completed Accounting Roles Tasks turned in.**
CFO is responsible

3. Company Employee Salaries:

Work with your teacher and the Vice President of Human Resources to determine the salaries for the company employees. Use the salary resources found in VEI Task Matrix to determine salaries for the employees in the company. Use the **Salary.App** in the matrix to work out your final numbers. It recommended that minimum annual salary for a VE employee is $25,000/year and the maximum salary is set lower $100,000/year. Include a rationale of how you came to final salaries for each position in the company (this should be based on base salary + responsibility factor). When completed submit the list of employees and their salaries to your leadership team for signed approval and then to accounting for payroll and Canvas as a PDF.

_____ 10pts   **Evidence: Finalized Salaries and Salary.App ⇢ Canvas September 3-4**
CFO is responsible

4. W-4 Research and Presentation:

For the hiring process you will require a W-4 form completed by every employee. Research on the internet the purpose and process of completing the W-4 form and create a presentation to lead the company through the process. Lead the company employees through the process of filling out their W-4. Explain what the number of exemptions means as it relates to money being removed from their pay check. Collect the W-4 forms and using Excel record the number of dependents each employee has declared and then give the forms to HR to file in the employee personnel files.

_____ 10 pts **Evidence: W-4 presentation ⇢ Canvas September 3-4**
Employee Responsible

_____ 10 pts **Evidence: W-4 presented & Employee List ⇢ Canvas September 3-4**
Employee Responsible

5. Accounting Binder:

Get a notebook from your coordinator and create an accounting binder for the department. Include section dividers for the following areas: Monthly Accounting Reports (divider for each month), Journals (see Accounting-Reference Files in the Portal) Print the journals and add them to the accounting notebook under the section for each journal. Collections, Loan documents, Business Contract and startup costs documents.

_____ 10 pts **Evidence: Completed Binder shown to coordinator _____**
Name of who is responsible