Org Chart

The company is organized into five departments (1) administrative, (2) accounting, (3) financial, (4) production, and (5) sales. Information concerning the administrative, accounting, and related financial responsibilities of the various employees of Peach Blossom Cologne Company are as follows:

Each employee's departmental affiliation is designated by the following letter code:

A−Administrative Department

C−Accounting Department

F−Finance Department

P−Production Department

S−Sales Department.

**PEACH BLOSSOM COLOGNE COMPANY**

**ADMINISTRATIVE, ACCOUNTING, AND**

**RELATED FINANCIAL RESPONSIBILITIES**

President−Larry Lancaster (A)

1. Reports to Board of Directors

2. Overall authorization

Production Superintendent−Theodore Brown (P)

1. Reports to Larry Lancaster

2. Overall operation of plant

Sales Manager−Ellen Jacobs (S)

1. Reports to Larry Lancaster

2. Overall sales operations

3. Approves all sales orders

4. Supervises six salaried salespersons who prepare sales orders

Controller−Parker Shelton (C)

1. Reports to Larry Lancaster

2. Overall information processing (accounting)

3. Reconciles prelist

4. Signs checks (with treasurer, dual signature)

5. Approves journal entries

Treasurer−Lillian Stockton (F)

1. Reports to Larry Lancaster

2. Overall financial responsibility

3. Controls cash and investments

1. Signs checks (with controller, dual signature)
2. Makes daily bank deposit
3. Reconciles bank account

Secretary to President−Louise McWhorter (A)

1. Reports to Larry Lancaster

2. Corporate secretary

3. Maintains stock certificate book

4. Maintains personnel records and time cards

Bookkeeper−Donald McKenna (C)

1. Reports to Parker Shelton

2. Prepares journal entries and maintains general journal

3. Prepares various other detailed schedules as required

4. Maintains sales register and bills customers

5. Maintains payroll register

6. Maintains general ledger and prepares financial statements

Cashier−Pam Lewis (F)

1. Reports to Lillian Stockton

2. Maintains cash receipts journal

3. Prepares checks for signature

4. Prepares cash deposit

Credit Manager−Brenda Robertson (S)

1. Reports to Ellen Jacobs

2. Approves credit

3. Approves write-offs of delinquent accounts

4. Issues credit memos

Production Foreman−Terry Freitag (P)

1. Reports to Theodore Brown

2. Oversees production

3. Approves purchase orders

Inventory (Storeroom) Clerk−Anita Columbo (P)

1. Reports to Terry Freitag

2. Maintains perpetual inventory records

3. Issues and controls stock at the warehouse

Accounts Receivable Clerk−Simon Swift (S)

1. Reports to Brenda Robertson

2. Maintains accounts receivable subsidiary ledger

3. Prepares cash prelist

Accounts Payable Clerk−Dave Dull (C)

1. Reports to Parker Shelton

2. Maintains accounts payable subsidiary ledger

3. Maintains voucher register (purchases journal)

4. Maintains fixed asset subsidiary ledger

5. Distributes payroll checks

6. Mails checks to vendors

Mailroom Clerk−Gerald Klett (A)

1. Reports to Louise McWhorter

2. Opens mail

Purchasing Agent−Cheryl Palmer (P)

1. Reports to Theodore Brown

2. Makes purchases

3. Prepares purchase orders

4. Maintains vendor invoice and receiving report file

5. Maintains cash disbursements journal

Receiving Dock Manager−William Beauchamp (P)

1. Reports to Terry Freitag

2. Supervises receipt of merchandise

3. Supervises two hourly employees

Repackaging Area Manager−Marsha Doyle (P)

1. Reports to Terry Freitag

2. Overall order preparation

3. Supervises ten hourly employees

Shipping Dock Manager−George Evershock (P)

1. Reports to Terry Freitag

2. Supervises shipping of merchandise

3. Supervises two hourly employees