



Role transition worksheet for franchise environment

Objective	Runli Role	Franchise Role
Effectively manage accounting daily operations	Accounting Manager	DM GM AM BK
Ensure proper accounting methods are utilized by all staff members	Accounting Manager	DM GM AM BK
Establish and maintain company accounting systems	Accounting Manager	DM GM AM BK
Oversee and communicate key metrics to ensure the company meets financial objectives	Accounting Manager	DM GM AM BK
Ensure that all incoming invoices are accurately posted in the financial system on a daily basis	AP Admin	DM GM AM BK
Ensure invoices are matched to required documentation	AP Admin	DM GM AM BK
Review all travel & expense reports for company policy compliance prior to processing monthly credit card payments	AP Admin	DM GM AM BK
Maintain or improve company payment history through timely payments	AP Admin	DM GM AM BK
Ensure all billing invoices are accurately prepared and submitted to the customer	AR Admin	DM GM AM BK
Review customer accounts for past-due balances and identify delinquencies	AR Admin	DM GM AM BK
Maintain or improve company cash position through timely customer payments	AR Admin	DM GM AM BK
Effectively manage CEO schedule to ensure critical activities are prepared for well in advance	Exec Assistant	DM GM AM BK
Ensure all critical communication is presented to CEO in a timely manner	Exec Assistant	DM GM AM BK
Manage CEO travel arrangements, ensuring availability of all required travel elements	Exec Assistant	DM GM AM BK
Develop materials and documentation to support effective company management	Exec Assistant	DM GM AM BK



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Objective	Runli Role	Franchise Role
Accurately maintain career pages to ensure candidate pool	HR Admin	DM GM AM BK
Effectively communicate interview schedules with candidates and internal partners	HR Admin	DM GM AM BK
Maintain internal documentation of new hire data, training material and company policies	HR Admin	DM GM AM BK
Support high level of employee morale by effectively addressing concerns and Inquiries	HR Manager	DM GM AM BK
Develop and execute a company talent acquisition strategy	HR Manager	DM GM AM BK
Provide direction and support for leadership during employee management process	HR Manager	DM GM AM BK
Design and execute employee training and development programs	HR Manager	DM GM AM BK
Support high level of employee morale by effectively addressing concerns and Inquiries	HR Manager	DM GM AM BK
Maintain accurate inventory counts of all critical stock	Inventory/Asset Manager	DM GM AM BK
Identify and report discrepancies between physical counts and company records	Inventory/Asset Manager	DM GM AM BK
Develop or improve inventory management procedures	Inventory/Asset Manager	DM GM AM BK
Stock and distribute supplies, equipment or merchandise	Inventory/Asset Manager	DM GM AM BK
Develop and execute office operations and procedures	Purchasing/Office Manager	DM GM AM BK
Negotiate and manage contracts with vendors and service providers	Purchasing/Office Manager	DM GM AM BK
Prepare and execute annual budget	Purchasing/Office Manager	DM GM AM BK



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Develop and implement company record retention procedures	Purchasing/Office Manager	DM GM AM BK
Accurately capture employee payrate and worked hours to ensure correct pay	Payroll Admin	DM GM AM BK
Investigate and resolve discrepancies immediately and adjust to ensure future accuracy	Payroll Admin	DM GM AM BK
Address employee questions and concerns in a timely manner	Payroll Admin	DM GM AM BK
Prepare and maintain payroll records and reports	Payroll Admin	DM GM AM BK
Identify and maintain optimal level of supply to ensure effective operations	Purchasing Admin	DM GM AM BK
Ensure that all incoming material meets stated specifications	Purchasing Admin	DM GM AM BK
Review and validate incoming invoices match stating vendor pricing	Purchasing Admin	DM GM AM BK
Maintain or improve vendor relationships through timely and accurate communications	Purchasing Admin	DM GM AM BK
Set and meet sales and revenue targets	Sales Admin	DM GM AM BK
Develop and execute plans to support customer needs	Sales Admin	DM GM AM BK
Schedule and manage regular client meetings	Sales Admin	DM GM AM BK
Act as point of contact for customer concerns and escalate as needed	Sales Admin	DM GM AM BK

Franchise Role Key:

DM = District Manager

GM = General Manager

AM = Assistant Manager

BK = Bookkeeper