

**MASTER PLAN COMMUNICATIONS, INC.
JAMIE MORPHEW JOB DESCRIPTION**

Title: Controller


REPORTS TO: ASHTON MAXFIELD, MANAGING DIRECTOR

Responsibilities:

- Complete financial reports by the 15th of the following month
- Manage Accounts Payable
- Complete cash flow projections each week on Monday morning
- Monthly Billing
- Manage Accounts Receivable
- Review employees teamwork time and process payroll
- Serve as MPC EOS Facilitator:
 - Send out Scorecards to team every Monday
 - Send out MPC Pulse every Monday

Note: Jamie is an independent contractor. For this reason, she has a separate contract agreement with MPC and works on her own time with her own equipment.

Signature Agreeing to MPC Contractor Role Description:


Jamie Morphey