# Example of an administrative enterprise

•Financial service

o Accountant

o Expert Accountant

o Tax lawyer

•Administrative department

o Administrative Tactical Consultant

o Criminal lawyer

• Secretary

* Accountant :
  + It ensures the translation of the flow of economic and financial activity of an organization by keeping accounts, in compliance with the general chart of accounts and international standards.
  + It ensures the control of the accounts and their analyzes.
  + It may be specialized in revenue tracking (customer accounting) or expenditure

(supplier accounting).

Expert Accountant :

* + It stops the accounts of a company and ensures the regularity and reliability of the accounts for which it is responsible.
  + He is consulted in matters of management, organization, tax law and social law.
* Tax lawyer :
  + He advises on all issues of interest to the law and the economy.
  + He practices as a liberal or as an employee in the legal department of a company or a specialized firm.
* Criminal lawyer :
  + He exercises before the criminal courts the defense of natural or legal persons for offenses relating to the penal code.
* Secretary (Assistant) :
  + He works for one or more service managers, and is the internal interlocutor of the company and its external partners.
  + Makes, formats mail and documents.
  + Provides a hotline.
  + Manage the agenda and appointments.
  + Ensures the reception.
  + Organize the meetings and seminar.