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# Example of Executive, Finance Job Description

Our growing company is looking for an executive, finance. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive, finance

* Contributing to projects and departmental tasks
* Manage calendars and expense reporting
* Maintain finance calendar for finance leadership team
* Assist with putting together PowerPoint presentations
* Be a liaison for other CWT executives while these individuals are in town
* Help plan and execute meetings
* Perform other tasks of similar nature as needed
* Continued capture of relevant data in the EDW ecosystems environment(s) to enable the introduction of information and value-based business improvement programmes and projects
* Communicating with various stakeholders via email, telephone, video conferencing
* Establish and execute on a vision to develop a world class production finance team, including its systems, policies, and people

## Qualifications for executive, finance

* Ability to handle confidential materials and information with considerable discretion, judgment, and diplomacy
* Ability to interface with various levels of management, visitors, and employees with professionalism in a fast-paced environment
* Highly proactive with a team player mentality
* Adept in operating office equipment, such as fax machines, scanners, videoconferencing systems, photocopiers, and multi-line phones
* Microsoft Office and Concur software experience
* Excellent calendar management skills, including the coordination of complex executive meetings simultaneously