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# Example of Finance Executive Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of finance executive. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for finance executive

* Ensure and maintain governance and compliance
* Review monthly reconciliations of the GL to sub-ledger and independent supporting documentations
* Own and manage the closing process to ELC timelines and allow for timely, complete and accurate monthly reporting
* Review the bank reconciliations and overall working capital management
* Review compliance in all subsidiary tax areas including accurate preparation and payment of property, payroll, sales and use tax compliance filings
* Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal audits, control and checks across all departments
* General accounting book-keeping
* Works with the New Business Finance VP to implement ELC processes and activities
* Provide administrative support to primarily to the CFO, but also to the Finance team in general
* Manage CFO’s email, phone calls, calendar, and general office organization

## Qualifications for finance executive

* Proven ability to independently exercise sound judgment and take initiative
* Strong ability to prioritize & multi-taskCapable of building strong relationships with other individuals and departments in order to accomplish tasks and achieve goals
* Respect for confidentiality and ability to properly handle sensitive information is a must
* Ability to confidently interface with executive-level contacts inside and outside the company
* Strong ability to prioritize & multi-task
* Capable of building strong relationships with other individuals and departments in order to accomplish tasks and achieve goals