



Vertical Bridge Job Description

Job Title:	Executive Assistant Finance	Date:	06/29/21
Department:	Finance	Location:	Boca Raton
Reports To:	Chief Financial Officer (CFO) and Senior Vice President M&A	FLSA Status:	Exempt

Summary:

Provide administrative support to the daily operations and activities of the CFO, Finance department, Senior Vice President M&A and other executives as needed.

Job Functions:

1. Perform general administrative duties along with complex administrative projects including researching information; updating databases; creating monthly reports and organizing large volumes of material
2. Proactively manage the CFO and Senior Vice President M&A's calendar with attention to detail, accuracy, and allocation of time and resources. Recognize the need to reprioritize and take independent action to realign executives' schedules to accommodate
3. Schedule CFO, Senior Vice President M&A, and other executives' travel and proactively address all aspects of travel including preparing expense reports
4. Read and screen correspondence to bring important matters to CFO's attention. Serves as point of contact for CFO answering and directing questions and requests while working cross-functionally with other employees
5. Prepare correspondence, reports, and materials for publications and presentations for internal and external audience while maintaining appropriate amount of discretion and confidentiality
6. Manages expenses and resolves expense issues for CFO and Senior Vice President M&A
7. Perform personal administrative tasks for CFO and as needed
8. Organize Finance department team building events and luncheons
9. Assist with coordinating companywide meetings and events providing the scheduling and logistical planning including meal planning
10. Manage company surety bonds and certain vendor accounts (FedEx, UPS, etc.)
11. Responsible for answering incoming calls from the company main number
12. Plan and organize monthly Lunch on the Boss for the entire Boca office
13. Coordinate with other Executive Assistants on all general office administrative tasks such as mail sorting, office and break room supplies, mass mailings, etc.

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel. Candidate must have the flexibility to work additional hours, including weekends.

Education and Experience:

1. Minimum two-year associate degree required, preferably in business or other related field



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2. Minimum five to seven years of administrative experience required, preferably in Finance or related industry such as real estate, leasing or telecommunications
3. Minimum three years of experience supporting a CFO, CEO, COO or Vice President level
4. Highly competent user of Excel, Word, and PowerPoint
5. Must maintain high degree of discretion, confidentiality, and privacy
6. Ability to prioritize, time manage and multi-task with limited supervision and under firm deadlines
7. Ability to work in fast-paced, high-growth changing environment

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