



EXECUTIVE ASSISTANT TO THE CHIEF FINANCIAL OFFICER

FULL TIME POSITION

COMPANY OVERVIEW

Full Focus is a leadership development organization based in Franklin, TN with a mission is to glorify God by helping overwhelmed, successful leaders get the focus they need to win at work and succeed at life. We're an award winning Inc. 5000, high growth, missionoriented company (with killer benefits) and we're looking for an amazing, full-time Executive Assistant to join our team of A Players and support our CFO, Jarrod Souza. Learn more about what we do and our Core Values, [here](#). And if you are a highly organized administrative professional with experience supporting C-Level Financial Executives, read on to learn more about this exciting opportunity!

POSITION OVERVIEW

This is a full-time role in our Finance Department, reporting to our CFO. For this role, you'll need to live in or near Franklin, TN and be willing to work in our co-working space in downtown Franklin 3-5 days per week, and have the ability to work from home 1-2 days per week. Typical hours for this role are 9am-5pm, Monday-Friday; on occasion there is a need to work additional hours on evenings and weekends during a launch or other events throughout the year.

MISSION

The mission of the Executive Assistant is to stay five steps ahead of their leader, tracking all of the administrative details, and clearing the path for him to make his greatest contribution to our business. The Executive Assistant will be a key asset to the CFO by anticipating needs at an exceptionally high level, allowing him to develop vision and strategy for all aspects of finance at Full Focus so that we can reach our revenue and profitability goals. While repetitive tasks are certainly part of this position, the tasks assigned can vary from week to week based on the CFO's needs and the needs of business. The most important responsibility of the Executive Assistant is to ensure that administrative tasks and projects are completed with a high level of efficiency, confidentiality, accuracy, flexibility, and positivity in order to support the initiatives of the CFO.

RESPONSIBILITIES

The Executive Assistant will have the following primary responsibilities:

- Meeting management including preparing agendas, printing financial reports, taking notes, distributing action items, and arranging catering
- Communicating on the CFO's behalf both internally and externally
- Email management on behalf of the CFO and within the accounting inbox using the
- Spark app to assign emails to team members as needed
- Running errands and attending in person meetings multiple times per week
- Checking the P.O. Box several times per week and processing mail to various departments
- Complex calendar management and scheduling (both personally and professionally) on behalf of the CFO and Finance Team
- Varying personal and professional administrative tasks including, but not limited to, booking appointments, research projects, coordinating travel, and ordering gifts/flowers, etc.
- Light project management and accounts payable duties
- Weekly expense reporting on behalf of the CFO and the Finance Team

PROFICIENCIES

Financial Knowledge: The CFO's EA will have a high attention to detail and accuracy, using their existing experience dealing with financial information, their experience supporting Financial Executives, and their ground level understanding of accounting terminology to provide informed administrative support.

Quality Communication: The EA must be an excellent communicator, in both written and oral form. This includes proficiency in spelling, grammar, and punctuation. This also includes being able to take a large amount of information and summarize it quickly both in writing and orally on a regular basis. You must also be able to track communication (and be very responsive) across multiple channels without losing any details. Those channels could include in-person meetings, virtual video calls, Slack messages, text messages and/or emails.

High Level of Discretion: Since our EA will regularly work with confidential information, discretion and sensitivity regarding financial information is a must. **Team Player:** In addition to working directly with the CFO, the EA will also work with members of the Finance Team and several other high-level EA's from other departments. They'll need to be able to collaborate and communicate well with these team members, maintaining a can-do spirit and not complaining, making excuses, or gossiping.

Anticipating Needs: As a part of our commitment to enabling our CFO to serve our company and customers at the top of his game, our EA will strive to anticipate needs and eliminate friction at work and home whenever possible. This means you know how to stay five steps ahead of your leader, clearing the path for him to make his greatest contribution.

Affinity for Technology: Our executive assistant will be a technologically savvy Mac user and will not be intimidated by learning new technology. Proficiency in the following tech platforms is ideal: Expensify, Slack, Zoom, Google Suite, Asana, Microsoft Office Suite.

REQUIREMENTS:

Education: Bachelor's degree, preferred.

Experience: 2-5 years supporting c-suite executive(s), dealing with financial information.

Physical: Ability to bend, reach, and lift boxes and office supplies up to 30 lbs.

Job Type: Full Time, Salaried (with killer benefits)

APPLICATION INSTRUCTIONS:

To apply, please submit the following via email to careers@michaelhyatt.com:

1. Cover letter and PDF of your resume
2. Tell us how you heard about this position
3. StrengthsFinder Top–5 Strengths Report (optional)
4. Kolbe A Index Assessment (optional)