



Job Title: Financial Executive Assistant

Reports to:	Cisco Guerra		
Location:	Reproduction Specialty Group Inc., Lebanon Indiana		
FLSA Status:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Salaried, Non-Exempt
Has Direct Reports:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Requires Travel:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date Created:	02/24/2025	Date Revised:	

Job Summary:

The Financial Executive Assistant must have knowledge of animal agriculture and the ability to thrive in a fast-paced environment. Reporting directly to the Chief Financial Officer, the Administrative Assistant provides comprehensive administrative support to ensure efficient operations of the CFO's office. This role serves as a critical liaison between the CFO and internal/external stakeholders while managing sensitive financial information and confidential matters.

Essential Functions:

- Manage sensitive correspondence and documentation for the CFO's office
- Prepare financial materials and process expense reports
- Serve as primary point of contact, screening calls and visitors
- Maintain organized filing systems for all financial records
- Process payments and handle accounts receivable/payable in QuickBooks
- Data and Invoice verification
- Manage client communications and maintain professional relationships
- Provide frontline support via phone and email
- Utilize Salesforce CRM for tracking client interactions
- Send and process service agreements with clients
- Support field teams with onsite financial procedures
- Forward requests to appropriate team members with timely follow-up
- Conduct client calls to gather and secure information
- Participate in training, continuing education, and client events

Breeding Season Additional Assignments (June through Nov):

- Support the Inventory Coordinator with tasks and / or updates as requested
- Expect extended hours to help support procedure-day activities

Special Projects as determined by an Executive Team Member ...projects may include:

- Special Reporting
- Inventory Audits

Note: Additions or modifications to this Job Description are possible and will be made as necessary or deemed appropriate due to changes in the business focus and growth.

Essential Education, Skills and Experience

- 3+ years of experience in administrative support, preferably in finance or executive settings
- Exceptional organizational skills and attention to detail
- Strong proficiency in Microsoft Office Suite, particularly Excel
- Excellent written and verbal communication skills
- Ability to prioritize competing demands in a fast-paced environment
- Professional discretion and judgment when handling confidential information
- Bachelor's degree preferred but not required with equivalent experience
- Strong problem-solving skills and willingness to roll up one's sleeves
- Excellent interpersonal and collaboration skills and ability to promote a team environment
- Skilled at working effectively with cross functional teams in a matrix organization
- Excellent written and verbal communication skills
- Experience obtaining and analyzing data and records
- Tough minded with the ability to have an opinion and healthy debate with the executive team, but professionalism to present a unified front once a decision is made
- Self-starter with a strong sense of ownership and good follow-through skills
- Ability to handle conflict, difficult situations, and urgent issues in a professional manner

Confidentiality Requirements and Security Protocols: The Administrative Assistant to the CFO will regularly handle highly sensitive information. The assistant must strictly adhere to all data security protocols, including proper document handling, secure digital file management, and compliance with all information security policies. The assistant understands that discretion is paramount in this role and demonstrates impeccable judgment regarding the handling of confidential information.

- Financial forecasts and performance data not yet disclosed to the public
- Merger and acquisition planning documents
- Strategic financial planning information
- Regulatory compliance matters
- Board meeting materials and discussions
- Employee personal information
- The assistant must strictly adhere to all data security protocols, including proper document handling, secure digital file management, and compliance with all information security policies.
- The ideal candidate understands that discretion is paramount in this role and demonstrates impeccable judgment regarding the handling of confidential information.

Key Factors for Employee Success:

- Implement the 'RSG Way' consistency
- Execute all essential functions to a high standard
- Delivery superior client experience
- Teammate expectations – The five behaviors of a cohesive team:
...Trust, Engage, Commit, Hold Accountable and Focus
- Confidentiality – This position will require access to confidential company and client information. Confidential information must never be shared in any manner.
- Peak Breeding Season – July 1st to October 30

Physical Demands and Work Environment:

- Occasionally required to stand, climb, balance, bend, stoop, kneel, crawl and to lift/carry up to 30 pounds.
- Frequently required to walk.
- Continually required to sit, use hands and fingers, reach with hands and arms, talk, or hear.
- The noise level in the work environment usually is quiet.

The above statements are intended to describe the essential functions, nature, and level of work to be performed. The company reserves the right to modify this job description at any time, without notice.

Reproduction Specialty Group employees are hired, promoted, and rewarded based on talent, performance, and dedication. We cannot afford to deprive the company of capable people and will not allow harassment or discrimination based on race, creed, color, religion, national origin, sex, age, sexual orientation, marital status, ancestry, disability, or veteran status. Reproduction Specialty Group is a proud equal opportunity employer.