

Job Title: Executive Finance Coordinator
Location: Westmont, IL (4 days in office/1 day telework)

About Us:

CSC Family Partners is a private family office that serves the financial and personal needs of a single multigenerational family on a confidential basis. We are an 18-person team that supports the individual and common interests of the family as they pursue their charitable, financial, and personal endeavors. The right candidate will thrive in our environment, which is service-oriented and highly professional, while informal and friendly. The office culture is dynamic and will provide a diversity of experiences and challenges for the candidate.

Position Overview:

The Executive Finance Coordinator reports to the CEO and provides high-level administrative support to both the CEO and the Finance team on confidential financial matters. This hybrid role is based in our Westmont office, with four in-office days and one remote day per week.

The ideal candidate will build strong relationships with internal and external stakeholders, demonstrate sound business judgment, and maintain strict confidentiality. This role requires excellent attention to detail, organizational skills, and the ability to manage multiple priorities with professionalism and discretion.

Core Responsibilities:

Executive Support to CEO (25%)

- Manage schedule and calendar, anticipate needs, and represent the team professionally.
- Prepare meeting materials and coordinate delivery with Personal Assistants.
- Provide admin support, including scanning, expense reports, digital filing and organization.
- Arrange travel and transportation.
- Serve as back-up for office administrative assistant for office opening/closing, mail handling, and phone coverage as needed.

Administrative Support to the Finance Team (75%)

- Manage multiple email inboxes to route invoices and setup bill pay.
 - Track data and generate reports using Excel.
 - Collect and categorize credit card receipts; manage entries in QuickBooks Online.
 - Retrieve and file bank and investment statements.
 - Collect and reconcile donation tax letters.
 - Coordinate signatures and meeting requests with Personal Assistants.
 - Handle mail/delivery tasks, including bank deposits and certified tax payments.
 - Maintain financial file organization and document retention.
 - Develop and manage a finance calendar reminder system.
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- Contribute to the weekly company newsletter.
 - Track and report coworker charitable matches quarterly.

Qualifications & Skills:

- Associate's degree required; Bachelor's preferred
- 3+ years in executive and finance administration, ideally supporting C-suite leaders
- Experience in financial services or family office environments preferred
- Proficient in Excel, data management, and Microsoft 365 tools
- Experience in QuickBooks Online and/or financial/accounting software a plus
- Familiarity with accounting principles, financial reporting, and investment/bank statements
- Skilled in bookkeeping, invoicing, expense tracking, and bill payment
- Strong communication, calendaring, and cross-functional coordination abilities
- Highly organized, detail-oriented, and capable of managing multiple priorities
- Experienced in project management and process improvement
- Demonstrates integrity, discretion, and problem-solving skills
- Interest in AI tools, including Microsoft Copilot

Compensation and Benefits:

At CSC Family Partners, we offer a comprehensive total rewards package. This role pays between \$62,000 and \$78,000 annually, depending on experience and qualifications. The successful candidate will be eligible to participate in the annual bonus program. CSC offers a full range of benefits and programs to meet our coworkers' needs including medical, dental, vision, life and disability insurance, health savings accounts, flexible savings accounts, 401(k) with a company match, paid time off (includes sick time, vacation, and personal), parental leave, wellness stipend, and paid holidays, in addition to other special perks and voluntary benefits reserved for our coworkers.

How to Apply:

Interested applicants should send their resume and cover letter in PDF format to fprice@cscpartners.net by July 7, 2025, at 5pm CT. Cover letters will be evaluated as a writing sample. A background and credit check will be performed for a successful candidate prior to hiring.