

Chain Bridge Bank, N.A.
Accounting Assistant
Job Description

Job Title: Accounting Assistant
Start Date: Immediately
Reports to: Controller or Chief Financial Officer (CFO)
Job Description: The Accounting Assistant will perform a variety of tasks to provide support to the Bank's Controller and CFO. This position will focus on balancing and reconciling general ledger and bank accounts, and general ledger journal entry postings. He or she will also maintain the fixed and prepaid asset sub-ledgers, and support the accounts payable function. This position will report within the accounting team, but will interact with other employees as appropriate for support in other functional areas of the Bank. This position is offered on a part time or full time basis depending on the education, experience and general qualifications of the applicant.

Direct Reports: None

Accounting & Audits

- Prepare and record daily and monthly journal entries
- Prepare various daily and monthly balance sheet account reconciliations and investigate and correct reconciling items
- Maintain the prepaid expense and fixed assets sub-ledgers using the Bank's software
- Assist with the preparation and collection of required audit documents as needed

Regulatory Reporting

- Prepare and file weekly, monthly, and quarterly SPDA reports with the state of VA
- Prepare and file the weekly or quarterly FR-2900 (a required FRB report)

Other Duties

- Assist with administrative needs as they arise
- Prepare and organize various accounting reports and files
- Provide accounts payable support as needed by entering invoices into the A/P software and issuing payment

Skills & Qualifications

- Strong computer skills and able to learn company systems and processes
- Strong knowledge of Microsoft Excel, Microsoft Office suite and Adobe Acrobat
- Ability to maintain a high level of accuracy and attention to detail
- Ability to work in a team environment
- Excellent written and verbal communication skills
- Basic math and computation skills

Education & Experience

- Minimum of high school diploma
- Basic understanding of financial accounting principles
- Previous bookkeeping work is a benefit, but not required

COMPLIANCE

It is expected that each employee:

- Abides by current laws and organizational policies and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the work place.
- Cooperates with, participates in and supports the adherence to all internal policies, procedures and practices in support of risk management and overall safety and soundness and the Bank's compliance with all regulatory requirements.
- Complies with established operating policies and procedures in order to maintain adequate controls and to support the Bank's adherence to outside regulatory requirements.

It is understood that complying with all applicable safety and soundness and consumer compliance laws and regulations, taking the annually required consumer compliance courses, and adhering to the policies and procedures that facilitate compliance will all be factors considered when evaluating individual performance. Individual performance is rewarded in annual salary adjustments.

Bank compliance with laws and regulations is a factor considered in the calculation of incentive compensation. The ratings that the Bank receives from its regulators and its auditors are factored into the annual incentive compensation calculation. Your adherence to these laws and regulations and the policies and procedures that support them directly affect the Bank's compliance. Annual incentive compensation rewards team performance. An employee will not be eligible for incentive compensation unless he/she takes the consumer compliance courses required of all employees and all the required consumer compliance courses for his/her job description or job responsibilities by the end of each calendar year. All required consumer compliance courses for the applicable year will be outlined in the Compliance Management Program posted on the intranet.