

Job Title: Accounting Manager

Department: Accounting

FLSA Status: Exempt

Reports to: Vice President, Controller

Accounting Manager at Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. (“Chain Bridge” or the “Bank”) is seeking an experienced accounting professional to join its Finance & Accounting team as Accounting Manager. The selected candidate will support the Controller in overseeing the Bank’s general ledger, financial and regulatory reporting, and internal controls. The Accounting Manager currently supervises one staff Accountant and will play a key role in the continued growth and development of the accounting team. The job title may be calibrated to the qualifications of the selected candidate: those with three or more years of relevant experience will be considered for the Senior Accountant title, while those with five or more years and direct bank accounting experience may be considered for the Accounting Manager title.

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. is a nationally chartered bank regulated by the Office of the Comptroller of the Currency and a wholly owned subsidiary of Chain Bridge Bancorp, Inc. (the “Company”), a Delaware corporation and registered bank holding company. The Company’s Class A common stock is listed on the New York Stock Exchange under the ticker symbol “CBNA.” The Bank provides commercial banking and trust and wealth management services to clients nationwide through a technology-enabled operating model. As a regulated financial institution, the Bank places a premium on accuracy, clarity, and disciplined execution in all public-facing systems and communications.

Key Responsibilities

Accounting and Auditing:

Financial Reporting, Close and Internal Controls

- Oversee the month-end close process, including completion of the month-end checklist.
- Review and approve daily and monthly journal entries, ensuring each entry is supported by accurate and appropriate documentation.
- Review and approve daily reconciliations of select cash accounts, deposit accounts, and loan accounts.
- Review and approve monthly reconciliations of balance sheet accounts within the Accounting Department’s responsibility, ensuring completeness and accuracy, identifying unusual items or control concerns, and overseeing the timely resolution of outstanding reconciling items.
- Perform oversight review of month-end account reconciliations prepared by other departments, ensuring reconciling items are adequately supported and resolved in a timely manner.

- Direct and maintain the Bank's monthly accrual process, ensuring the completeness and accuracy of accrued liabilities through collaboration with senior management, review of general ledger activity, and oversight of accrual-related processes. Coordinate with the Director of Audit and Compliance Officer to monitor auditor and consultant engagement activity and resolve outstanding accrual balances.
- Prepare and analyze monthly income statement variance reports.
- Monitor and enhance accounting processes and internal controls to promote accurate financial reporting and regulatory compliance.

Investment and Balance Sheet Management

- Manage the Bank's investment accounting function, including securities transaction verification, maintenance of investment records, coordination with custodians and outsourced service providers, and reconciliation of investment activity to ensure accurate financial and regulatory reporting.
- Supervise the recording, maintenance, and reconciliation of the prepaid expense and fixed asset sub-ledgers within the Bank's accounting systems.

Accounts Payable and Vendor Controls

- Oversee the Bank's accounts payable function, including payment processing, reconciliation of accounts payable activity to the general ledger, and monitoring of expense recording to ensure accurate, timely, and controlled financial reporting.
- Oversee vendor maintenance and payment controls within the accounts payable system by reviewing new and modified vendor records, validating changes to vendor addresses and payment instructions, ensuring appropriate documentation is retained, and confirming that new vendor relationships and related disbursements support legitimate Bank operations.

Audit, Examination, and Tax Reporting

- Work directly with internal and external auditors to respond to information requests and answer questions.
- Assist with Bank regulatory examinations as needed.
- Oversee the preparation and timely remittance of federal and state payroll tax withholdings, ensuring accurate recording of related journal entries and reconciliations.
- Oversee the annual Form 1099 reporting process, ensuring accurate preparation and timely submission of reporting files to external service providers.

Regulatory and Board Reporting:

- Under the Controller's direction, support the preparation and filing of the Bank's quarterly Call Report with the FDIC.
- Supervise and review the filing of required Federal Reserve Board reports, including FR 2900, FR Y-9SP, and others as applicable.
- Prepare and/or review assigned Board reports, ensuring accuracy, completeness, and timely delivery.
- Support the Bank's liquidity management process through the preparation and analysis of liquidity reports and cash flow forecasts.

- Perform quarterly stress testing and scenario analyses and prepare related reports for management.
- Supervise and review the filing of weekly, monthly, and quarterly SPDA reports with the Commonwealth of Virginia, as applicable.

Supervisory and Team Responsibilities:

- Supervise accounting staff, providing day-to-day guidance, task delegation, training, and performance feedback.
- Review accounting work for accuracy, completeness, compliance with accounting policies, and adherence to internal controls.
- Support the onboarding, training, and professional development of accounting personnel.
- Coordinate with the Controller to prioritize workloads and allocate resources across the accounting team during month-end close and peak reporting periods.
- Supervise and train an annual summer intern, assigning work, providing guidance, and reviewing completed tasks.

Other Duties:

- Research new accounting pronouncements and regulatory developments relevant to the Bank and apply guidance to the Bank's specific circumstances.
- Prepare and organize various accounting reports and files.
- Maintain and update applicable accounting policies annually.
- Assist with administrative needs and special projects as assigned.

Qualifications and Experience

Required

- CPA license required.
- Bachelor's degree in accounting from an accredited university.
- Candidates with five or more years will be considered for the Accounting Manager role; that title additionally requires demonstrated knowledge of or direct experience in accounting practices specific to banks, including familiarity with bank regulatory reporting, investment accounting, and bank-specific financial measurements. Candidates with three or more years of general ledger accounting or public accounting experience may be considered for a Senior Accountant role.
- Understanding of GAAP financial statements and financial measurements common to banks.
- Advanced proficiency in Microsoft Excel and the Microsoft Office suite.
- Strong research skills, including the ability to research accounting pronouncements and apply guidance to the Bank's specific circumstances.
- Ability to maintain a high level of accuracy and attention to detail.
- Ability to manage multiple concurrent deadlines and prioritize workload effectively.
- Ability to work both independently and collaboratively across functional teams.
- Effective written and verbal communication skills.
- Ability to behave in an ethical manner and protect confidential information.
- Strong problem-solving and analytical skills.

- Comfort leveraging approved automation and AI-enabled tools to support reporting processes, with appropriate human review and adherence to Bank governance and controls.

Preferred

- Background in the financial services industry and prior bank accounting experience.
- Experience with general ledger and accounts payable software systems.
- Prior supervisory or mentoring experience.

Compensation

Salary Range: \$120,000 - \$140,000 annually. The final compensation offered will be determined based on the selected candidate's qualifications, relevant experience, skills, and other job-related factors, consistent with applicable law.

This role is eligible to participate in the Bank's annual incentive compensation plan, under which employees may earn a cash bonus based on the performance of the Company and the team, with an emphasis on financial results and risk management. Plan terms, eligibility, and payout amounts are determined at the sole discretion of the Bank and are subject to change.

The candidate is expected to be in the office at least three days per week in McLean, Virginia. The title may be modified based on the qualifications of the applicant.

Benefits

Chain Bridge offers a professional benefits package consistent with a regulated banking environment, including:

- Competitive base salary
- Comprehensive health benefits (medical, dental, and vision)
- 401(k) retirement plan with employer contribution
- Paid time off, including vacation, holidays, and sick leave
- Annual incentive compensation plan
- Professional development opportunities relevant to the role and the Bank's operating environment

Compliance

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 may be reflected 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.

How to Apply

To apply, send a cover letter and resume in PDF format to hr@chainbridgebank.com.

CHAIN BRIDGE BANK, N.A.

Member FDIC • Equal Housing Lender • Federal Reserve Member
1445-A Laughlin Avenue, McLean, Virginia 22101-5737
www.chainbridgebank.com