

Job Title: Financial Reporting Analyst

Department: Accounting

FLSA Status: Exempt

Reports to: Vice President, Internal Control & Financial Reporting Manager

Financial Reporting Analyst at Chain Bridge Bank, N.A.

Chain Bridge Bancorp, Inc. (the “Company”) and Chain Bridge Bank, N.A. (the “Bank”) are seeking a Financial Reporting Analyst to support the Company’s public company financial reporting and disclosure responsibilities and related activities. The ideal candidate will play a primary role in ensuring accurate and timely financial reporting, compliance with regulatory requirements, and support the Bank's overall financial analysis and decision-making processes.

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. ("Chain Bridge" or the "Bank") 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., a Delaware corporation and registered bank holding company. Chain Bridge Bancorp, Inc.'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

Financial Reporting:

- Prepare and analyze financial statements in accordance with accounting and regulatory requirements.
- Support the Company’s external reporting process, including quarterly and annual cycles and related SEC filings.
- Collaborate with internal stakeholders to gather financial data and support reporting requirements.
- Support disclosure controls and procedures by preparing and maintaining documentation to support the accuracy and completeness of financial reporting.
- Assist in the preparation of materials for management and Board of Directors and committee meetings.

Regulatory Reporting and Compliance:

- Monitor developments in accounting standards and regulatory requirements affecting financial reporting in the banking industry.
- Ensure compliance with financial reporting standards and regulatory expectations.
- Coordinate with regulatory authorities and auditors during examinations and audits.
- Support the design, documentation, and enhancement of internal controls over financial reporting (ICFR), including assisting with control evaluations, maintaining

documentation, and contributing to the Company's ongoing transition to a Sarbanes-Oxley (SOX)-compliant control environment.

Process Improvement

- Identify opportunities to improve the efficiency and effectiveness of financial reporting processes, including through the responsible use of automation and emerging technologies such as artificial intelligence (AI).
- Implement improvements to streamline reporting workflows and reduce manual intervention.
- Collaborate with cross-functional teams to implement and maintain effective reporting practices.

Other Duties:

- Assist in the preparation of analyses and special reports as requested by management.
- Participate in financial reporting projects and initiatives.
- Prepare and maintain accounting reports and files.
- Provide support to the Internal Control and Financial Reporting Manager as needed.

Qualifications and Experience

Required

- Bachelor's degree in accounting or a related field.
- At least three years of experience in public accounting, financial reporting, or a similar role supporting regulatory or SEC reporting requirements.
- Understanding of accounting principles, financial reporting standards, and regulatory requirements.
- Proficiency in Microsoft Excel and other Microsoft Office applications.
- Ability to perform accounting and financial reporting research.
- Strong attention to detail and organizational skills.
- Ability to work effectively in a team environment.
- Ability to meet tight deadlines and manage competing priorities.
- Strong problem-solving and analytical skills.
- Effective written and verbal communication 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

- CPA certification is preferred.
- Familiarity with financial reporting platforms (e.g., Workiva) preferred.

Compensation

Compensation will be commensurate with experience and qualifications. 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.

This is a hybrid position, with a requirement 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 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.

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