

**Chain Bridge Bank, N.A.**  
**Internal Control & Financial Reporting Manager**  
**Job Description**

Job Title: Internal Control & Financial Reporting Manager  
Start Date: Immediately  
Reports to: Chief Financial Officer (CFO)  
Direct Reports: None  
Location: 1445-A Laughlin Avenue, McLean, VA 22101

Chain Bridge Bank, N.A. is a nationally chartered, but privately held bank whose mission is to combine exceptional personal service with leading-edge technology and a fortress balance sheet. The Bank was opened in 2007 and operates from a single branch in McLean, Virginia. With balance sheet growth pushing the Bank towards \$1 billion in assets, management seeks to hire an individual who will assess and document the Bank's internal control structure and lead financial reporting endeavors.

The Internal Control & Financial Reporting Manager will have broad responsibilities and be the Bank's leader for all financial reports to shareholders and internal control activities and initiatives. This position will lead the Bank in establishing FDICIA compliance for internal control over financial reporting, and be responsible for monitoring the Bank's compliance with its internal control framework on an ongoing basis. The Internal Control & Financial Reporting Manager will serve as management's liaison to internal and external auditors and support regular meetings of the Audit Committee. As needed, this position will participate in the execution of internal controls within the Finance & Accounting Department, and will assist in the development of new processes and controls. This position will also be asked to assist the Finance & Accounting Department with monthly board report preparation and the annual financial report. This person will report directly to the Chief Financial Officer, but will interact with virtually every other department and control owner at the Bank. Applicants should be self-starters with strong analytical and communication skills who thrive in a dynamic and ever-changing environment.

### **QUALIFICATIONS & SKILLS**

The Bank is seeking candidates with the following qualifications:

- CPA certification required.
- IIA certification a plus.
- Five or more years of experience in public accounting performing internal and external audits. Similar industry experience may also be considered suitable for this role.
- Background in the financial services industry, and familiarity with internal controls common to banks.
- Understanding of GAAP financial statements, and financial disclosure requirements that are common to banks.
- Advanced computer literacy including proficiency with the Microsoft Office suite, especially excel.

Applicants should demonstrate their ability to:

- Self-start and work independently with limited oversight.
- Manage multiple concurrent deadlines, and prioritize work load.
- Start from scratch and build something brand new. Work successfully in an ambiguous environment.
- Convey verbal and written messages in a clear and concise manner.
- Engage with accountants and non-accountants across multiple functional units.

## **DUTIES**

### **Implement Internal Control over Financial Reporting Structure**

- Develop and document a comprehensive internal control framework to facilitate compliance with FDIC 12 C.F.R. Part 363.2(b)(3).
- Perform and document walkthroughs of all Bank processes.
- Identify and document key controls.
- Map key controls to the COSO framework to assess coverage.
- Identify control gaps and offer solutions.
- Deploy new controls and provide training as necessary.
- Establish consensus with key control owners.

### **Monitor Compliance with Internal Control Framework**

- Develop and execute a plan for ongoing monitoring of internal control compliance throughout the Bank.
- Understand and communicate internal control deficiencies identified as part of ongoing monitoring. Assist in remediation.
- Provide a report to the CEO and CFO that will support their annual assessment of the effectiveness of the Bank's internal control structure.
- Work with control owners to adjust controls over time as needed.
- Be aware of new and changing processes at the Bank. Update the Bank's internal control structure and documentation as necessary.

### **Financial Reporting**

- Take a leading role in the preparation of financial statements, footnotes, and other exhibits contained in the Bank's annual financial report.
- Prepare financial statements as needed for shareholder reports.
- Assist in the preparation or review of the quarterly call reports as needed.
- Participate in the preparation of monthly board reports and quarterly holding company board reports.

### **Audit Support**

- Serve as management's liaison to the Bank's internal audit function. Schedule audits and distribute the auditors' request lists to Bank staff.
- Review audit reports. Assist control owners in addressing findings.
- Perform an annual quality assessment of the internal audit function.

- Review risk assessments that pertain to internal control over financial reporting.
- Work directly with the internal and external auditors to respond to request lists and answer questions.
- Assist with collection of materials for Bank regulatory examinations.
- Organize and support quarterly meetings of the Audit Committee. Prepare minutes of each meeting.

### **Other Duties**

- Research new accounting pronouncements and regulations. Document the Bank's response and plans for adoption.
- Prepare COGNOS reports for customer data retrieval.
- Become familiar with the Bank's general ledger and journal entries to perform backup general ledger accounting duties as needed.
- Review SOC-1 reports for bond accounting service provider, and others as needed.
- Perform the vendor management process for the Finance & Accounting department vendors.
- Participate in enterprise risk management activities.
- Perform special requests for senior management and the Board of Directors.

### **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.*