

Chain Bridge Bank, N.A.



Job Title: Vice President, Audit Director

Department: Audit

Job Location: McLean, VA

Reports to: Audit Committee Chair; Functional reporting to the CEO

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A., headquartered in McLean, Virginia, is a nationally chartered bank offering a comprehensive range of commercial and consumer banking services, including traditional deposit accounts, mortgages, and loans, as well as trust and wealth management services. The Bank integrates personal service with technology and strictly complies with financial and regulatory standards.

Compensation

The bank offers competitive pay, a comprehensive benefits package, and participation in the Chain Bridge Bank, N.A. Incentive Compensation Plan. Training and career development opportunities are also provided.

Position Overview

The Audit Director is responsible for overseeing the Bank's internal audit function, ensuring that audit processes align with regulatory requirements, internal policies, and industry best practices. This role provides independent and objective assurance to the Audit Committee, Board of Directors, and executive management regarding the effectiveness of risk management, governance, and internal control systems.

The Bank seeks a professional with extensive audit experience to fill this newly created position which will oversee the Bank's program of outsourced internal audits and support the Audit Committee. Ideal candidates are familiar with Bank operations and compliance, and the SEC's requirements for public companies. The candidate is expected to remain current on banking, audit, accounting, and regulatory oversight trends.

This role requires a strategic thinker who can navigate regulatory challenges while providing independent and objective actionable insights to drive operational improvements, mitigate risks, and provide value to the Company's operational objectives. The Audit Director will have a direct reporting line to the Audit Committee and an administrative reporting line to the CEO. This role will frequently collaborate with the accounting, compliance, and IT departments, as well as other business unit leaders to achieve its objectives.

Key Responsibilities

Audit Planning and Oversight

- Develop annually a risk-based internal audit plan for Audit Committee review. The plan shall encompass all aspects of the Bank's control environment including accounting, operations, information technology and compliance controls.
- Oversee the implementation of the approved audit plan, ensure proper resourcing for execution of the plan, and adjust the plan as needed in response to changes in risks, operations, systems and controls. Track performance against the plan and inform the Audit Committee and Senior Management of progress and changes.
- Ensure all audit activities are performed by firms and people with appropriate competence and skills.
- Be familiar with Institute of Internal Auditors (IIA) standards, and ensure audit strategy, plans, procedures and performance metrics are compliant.
- Ensure internal audit reports clearly and accurately convey control deficiencies, and that management's response is properly developed.
- Track findings and corrective actions for progress and timely resolution. Objectively validate the remediation of all findings and report closure upon satisfactory remediation.

Audit Committee Organization and Support:

- Collect or prepare as applicable and distribute materials for each meeting of the Audit Committee. Organize each meeting's agenda and coordinate attendance.
- Schedule, organize, and take minutes of all Audit Committee meetings.
- Organize periodic planning meetings with the Audit Committee Chairperson.
- Coordinate and track the Audit Committee's executive sessions.
- Become familiar with the Audit Committee Charter requirements and ensure all responsibilities of the Audit Committee are performed on a timely basis.
- Track and report to the Audit Committee all audit findings and remediation status.
- Provide regular updates on audit progress, key findings, and emerging risks to the Audit Committee.
- Prepare special reports and analyses as requested by the Audit Committee.
- Critically analyze the existing framework of reports to the Audit Committee and periodically recommend and implement improvements.

Auditor Liaison:

- Approve the audit plan and scope suggested by the Internal Auditor for each audit area.
- Assist in the overall coordination, scheduling and administration of internal audits throughout the entire audit universe, from planning to report finalization. Work with the Finance and Accounting department as needed to coordinate with the external auditors.
- Collaborate with the accounting and finance department to coordinate and schedule the plan for annual testing of key controls related to ICFR. Be actively involved in the

management of the key control inventory, and track exceptions and remediation efforts together with the accounting and finance department.

- Liaise with internal and external auditors and management to ready the Company for eventual compliance with section 404(b) of the Sarbanes-Oxley Act.
- Act as the primary liaison with the external auditors ensuring information requests are fulfilled and visits scheduled.
- Review and distribute auditors' PBC lists to management. Ensure timely collection, and aid when questions arise.
- Organize and participate in planning and exit meetings between management and the various outsourced internal audit firms.
- Ensure that key lessons, areas of improvement, and findings are communicated to, and understood by, various business units.
- Together with the Financial Reporting team, analyze, remediate and track control deficiencies relating to Internal Control over Financial Reporting.
- Perform and document quality assurance review of all internal audit workpapers ensuring methodical documentation of work plans, testing results, conclusions, and recommendations.

Regulatory Examination Support:

- Serve as primary point of contact with regulatory agency during periodic examination.
- Review the examiner's request list and organize and track collection of documents. Track outstanding items and new requests as needed.
- Deliver requested items to the regulator using the OCC file transfer site.

Other Duties:

- Collaborate with Enterprise Risk Management Committee to ensure all significant risks identified are aligned to the audit plan to provide audit coverage.
- Ensure all annual SOC 1 reports are reviewed by management, and track progress for the Audit Committee.
- Review all new audit contracts. Coordinate the review of other stakeholders and eventual approval by the Audit Committee.
- Review new products and services alongside their proposed policies, procedures, and systems to determine the adequacy of controls therein.
- Ensure consulting activities do not compromise the independence of the internal or external auditors.
- Assemble documentation and evidence to support management's assessment of ICFR under the guidelines of 12 CFR Part 363.
- Support the Audit Committee's investigation of Whistleblower allegations as requested.
- Perform any other duties assigned by the Audit Committee and CEO.

Qualifications

Skills & Knowledge:

- Deep understanding of IIA standards.

- Strong understanding of regulatory compliance including SOX, SEC, FDICIA, and FFIEC guidelines, and internal control frameworks.
- Knowledge of U.S. GAAP and/or GAAS guidelines preferred.
- Proficiency in audit tools and risk assessment frameworks.
- Ability to analyze complex financial and operational data and systems to identify risk and understand control deficiencies.
- Proficiency in computer usage and strong skills in Microsoft Excel, Office suite, and Adobe Acrobat.
- High accuracy and attention to detail.
- Critical thinking, problem-solving, and the ability to exercise sound judgment.
- Excellent interpersonal and collaboration skills.
- Ability to manage multiple priorities and deadlines in a fast-paced environment.
- Strong communication skills with the ability to present findings to senior leaders and the Audit Committee.

Education, Certifications & Experience:

- Bachelor's degree in Accounting or related field from a top-tier university. Advanced degree preferred.
- Academic honors such as Dean's List, summa cum laude, or membership in Beta Alpha Psi, Beta Gamma Sigma, or other honor societies.
- Professional certifications required include CPA, CISA, or CIA.
- Institute of Internal Auditors membership
- At least seven years of progressive experience in internal auditing and audit management, ideally within the banking sector.

How to Apply

Please submit a resume, cover letter, and transcripts to HR@chainbridgebank.com. We encourage highly qualified candidates to apply and look forward to reviewing your application.

Additional Information

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 made available to all employees.