

Chain Bridge Bank, N.A.



Job Title: Financial Reporting Specialist

Department: Accounting

Job Location: Hybrid/Onsite

Reports to: Internal Control and Financial Reporting Manager

The Financial Reporting Specialist at Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. is seeking a highly motivated and detail-oriented Financial Reporting Analyst to join our dynamic team at Chain Bridge Bank. The job description for the Financial Reporting Specialist outlines a role that is critical for accurate and timely financial reporting and compliance with regulatory standards. 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. This full-time position offers a unique opportunity to contribute to the financial health and success of our institution. The title and other requirements may be modified based on the qualifications of the applicant.

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. is a nationally chartered bank offering a comprehensive range of commercial and consumer banking services. These services include 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.

Key Responsibilities

Financial Reporting:

- Prepare and analyze financial statements, ensuring accuracy, completeness, and compliance with accounting and regulatory guidelines.
- Generate periodic financial reports for internal and external stakeholders, including management reports, regulatory filings, and board presentations.
- Collaborate with various departments to gather relevant financial data and ensure alignment with reporting requirements.

Regulatory Reporting and Compliance:

- Stay abreast of changes in accounting standards and regulatory requirements affecting financial reporting within the banking industry.
- Ensure compliance with local financial reporting standards and regulatory guidelines.
- Coordinate with regulatory authorities and auditors during examinations and audits.

Process Improvement:

- Identify opportunities to enhance the efficiency and effectiveness of financial reporting processes.
- Implement improvements to streamline reporting workflows and reduce manual intervention.
- Collaborate with cross-functional teams to implement best practices in financial reporting.

Other Duties:

- Assist in the preparation of special reports and analyses as requested by management.
- Participate in projects related to financial reporting and analysis.
- Prepare and organize various accounting reports and files.
- Support the Internal Control and Financial Reporting Manager in other ways as needed.

Qualifications

Skills & Qualifications:

- Deep understanding of accounting principles, financial reporting standards, and regulatory requirements.
- Proficiency in computer usage, including familiarity with financial reporting tools like Workiva, and strong skills in Microsoft Excel, Office suite, and Adobe Acrobat.
- Proven ability to perform accounting and financial reporting research in platforms such as Accounting Research Manager.
- High accuracy and attention to detail.
- Effective teamwork capability.
- Ability to meet tight deadlines.
- Effective problem solving and critical thinking skills.
- Excellent written and verbal communication skills.
- Strong math and computation skills.

Education & Experience:

- Bachelor's degree in Accounting or related field.
- CPA certification preferred.
- At least five years of experience in financial reporting or a similar role, ideally within the banking sector.

How to Apply

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

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 made available to all employees.