



# UNION STATE BANK

## Clay Center, KS Chief Financial Officer Job Description



Email your resume to Brandon Lee at [blee@usbcc.com](mailto:blee@usbcc.com), drop off at Union State Bank,  
701 5<sup>th</sup> Street or call 785-632-3122 to make arrangements.

### Company Profile:

Union State Bank (USB) is a \$195 million, rural, agriculture-based bank located in Clay Center, Kansas. Established in 1901, USB is the only locally chartered and owned bank in Clay County. This community bank thrives off of the success of Clay County and surrounding county customers. As a full-time employee of USB you will work in a family-oriented work environment and be provided health benefits, defined-benefit pension plan, life insurance and cafeteria plan options.

### Education and Experience Requirements:

The position requires a bachelors degree in accounting/finance and preferably a CPA (but not required). It also requires strong analytical skills and the ability to work independently. The position requires excellent verbal communication skills and the ability to foster an atmosphere of excellence. Additional job specific training and continuing education will be required.

### Job Scope:

As the CFO, you will be a key member of our leadership team, responsible for guiding financial strategy, ensuring regulatory compliance, and driving financial growth within the unique context of our community-centric organization. The ideal candidate will have a strong financial background, a deep understanding of community banking, and a passion for serving local customers. This position works with senior management to achieve bank goals by establishing a budget for each year and following it.

### Essential Functions:

- Prepare and maintain accurate financial reports and records for the bank and holding company.
- Ensuring the bank maintains adequate credit, market, and operational risk, while ensuring the bank is in full compliance with all banking laws, regulations, and internal policies and procedures.
- Develop and execute the bank's financial strategy in alignment with the overall corporate objectives.
- Lead the annual budgeting and forecasting process, incorporation market trends and economic indicators.
- Monitor the bank's profitability, liquidity and capital ratios for regulatory compliance
- Assist accountants with the bank's tax return annually.
- Ensure the accurateness of the bank's Call Report to the Federal Reserve quarterly.
- Perform any and all duties as assigned by the CEO/President.

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### Union State Bank

[www.usbcc.com](http://www.usbcc.com)

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