



Job Description

POSITION: Chief Financial Officer

JOB SUMMARY: The Chief Financial Officer (CFO) of the bank has primary responsibility for the planning, implementation, managing and running of all the finance activities of a company, including business planning, budgeting, forecasting and negotiations.

ESSENTIAL JOB RESPONSIBILITIES:

- Drive the company's financial planning.
- Perform risk management by analyzing the organization's liabilities and investments.
- Decide on investment strategies by considering cash and liquidity risks.
- Evaluate and manage the organization's capital structure.
- Ensure cash flow is appropriate for the organization's operations.
- Prepare reliable current and forecasting reports.
- Manage accounting and risk management processes.
- Ensure compliance with the law and company's policies.
- Maintain positive relationships with vendors and regulators.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS:

- Proven experience (10+ years) as CFO, finance officer or relevant role.
- In depth knowledge of corporate financial law and risk management practices.
- Excellent knowledge of data analysis and forecasting methods.
- Ability to strategize and solve problems.
- Strong leadership and organizational skills.
- An analytical mind, comfortable with numbers.
- BA in Accounting, Finance, or relevant field; CPA is a plus.
- MBA is a strong advantage.
- Excellent communication and people skills.
- Proficient in the use of MS Office and financial management software.



SPECIFICS OF DUTIES:

- Prepares reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Provides management with timely reviews of organization's financial status and progress in its various programs and activities.
- Performs or oversees the purchasing, reporting and regulatory compliance duties across all investment categories.
- Actively involved in the budgeting and strategic planning processes.
- Monitor general ledger activity and approve reconciliations.
- Oversees correspondent bank accounts and respective balancing including determination of bank's daily cash position.
- Directs determination of depreciation rates to apply to capital assets.
- Supervises accounts payable processing, including prepaids.
- Prepares regulatory filings and reports for the Board of Directors.
- Prepares Call Report, creates annual budget and corporate tax returns.
- Chairs ALCO Committee.
- Responsible for shareholder and holding company transactions.
- Mentors, manages and establishes relations with others within the bank.
- Other duties as may be assigned by management.

If you feel like you are the right candidate for this position, email resume or questions to Tasha Langvardt at tashal@bankflinthills.com or mail to:

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