



## **WOLF RIVER COMMUNITY BANK JOB DESCRIPTION**

**TITLE:** Chief Financial Officer

**REPORTS TO:** President/CEO

**EMPLOYMENT STATUS:** Full-time

**FSLA STATUS:** Exempt

### **SUMMARY**

The position of Chief Financial Officer is responsible for the overall financial functions including: asset/liability management/interest rate risk, investment portfolio, treasury functions, financial and regulatory reporting, budgeting, internal control, examinations and audits, risk assessments, and vendor management. Coordinate reporting to the bank board of directors. Point person for audits and regulatory exams. May direct operations personnel. Member of the bank's senior executive team and asset/liability management committee. May participate in the bank's IT Committee. Will work closely with the Chief Lending Officer on analysis of the adequacy of the ALLL.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assists in setting overall strategy for the organization.

Prepare or reviews financial statements and other reports for the Board of Directors.

Maintains the bank's cash and funding positions and directs activities of the Nevada Investment Subsidiary.

Review all external financial reports such as bank call report, Federal Reserve reporting, various tax filings, etc.

Review prepared reconciliations for various general ledger and internal bank accounts.



Participates in pricing decisions for bank products.

Works closely with the President/CEO on staffing, development and pay issues.

Administration of the bank's 401-K plan, and other insurance coverages.

Coordinates various audits/examinations/risk assessments.

Maintains highest level of confidentiality related to bank, customer, director and employee information.

**NON-ESSENTIAL DUTIES & RESPONSIBILITIES:** Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

May be responsible for the direction and supervision of Operations staff.

**EDUCATION and/or EXPERIENCE:**

Bachelor's Degree in a business related discipline or equivalent combination of education and experience. CPA preferred. Additional banking courses or education a plus.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to use sound judgement, utilizing Bank procedures and policies when making decisions.



**OTHER SKILLS AND ABILITIES:**

Must have the ability to operate the following equipment: telephone, 10-key calculator, personal computer and printer, copy machine, shredder, fax machine and scanner.

**KEY CONTACTS:**

Has daily contact with other Bank Management and Operations personnel.

Has contact with Lending and other Bank departments regarding customer transactions or Bank products/services.

Has contact with Bank customers regarding transactions and responding to inquiries.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit or stand for extended periods of time. In order to utilize the data processing system, the employee must be able to physically use a keyboard/mouse and walk to and from workstations. Some lifting may be required. Extended periods of viewing computer terminal. Specific vision abilities required by this job include close vision and ability to adjust focus. Depending on location, office space may be confined.

**WORK ENVIRONMENT:**

This job description summary in no way states or implies that these are the only activities to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job related responsibilities requested by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



This is community banking.

**COMPETENCIES:**

Sound Judgment, Analytical, Problem Solving, Leadership, Communications, Cooperation, Customer Service Orientation, Excellent Interpersonal Skills, Job Knowledge, Quality, Accuracy, Credibility, Teamwork, Dependability, Product Knowledge, Quantity, Can-do Attitude, Proactive/Self Starter, Respectful, Friendly and nice to all.

**COMPENSATION/BENEFITS:**

Salary is commensurate with experience and qualifications.

**COMMENTS:**

Position may require the ability to work before or after normal business hours to attend various employee meetings/seminars.

**DISCLAIMER:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

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\_\_\_\_\_ I have reviewed this ADA job description and I can perform the essential functions of the job.

\_\_\_\_\_ I have reviewed this ADA job description and I cannot perform the essential functions of the job.

Name \_\_\_\_\_ Date \_\_\_\_\_