

Coatesville Savings Bank, a 100-year-old, independent, mutual bank with 5 branches serving western Chester County and eastern Lancaster County, is looking for a Chief Financial Officer.

The primary role of the Chief Financial Officer is to plan and direct the organization's financial plans, policies and accounting practices, ensuring compliance with State and Federal rules and regulations. Additionally, this person will direct such functions as budgeting, accounting, financial reports, and financial analysis and investment activities to ensure they meet generally accepted accounting practices (GAAP); oversee management and external reporting and assist with strategic planning; direct capital investment activities and serve as liaison with auditors and regulatory bodies; utilize sound financial management practices to maintain efficiency, monitor revenue and control expenses; and, develop innovative business strategies to increase profit and achieve long-term business goals.

Responsibilities include:

### **Strategy, Planning and Management**

- Act as Chief Financial Officer and strategic business partner to the Senior Management Team.
- Assess and evaluate financial performance of the Bank with regard to long-term operational goals, budgets and forecasts.
- Provide insight and recommendations for the Strategic Plan.
- Communicate, engage and interact with the Board of Trustees and the Senior Management Team.
- Create and establish the annual budget that aligns with the Bank's plan for growth and expansion.
- Develop the Bank's Capital and Profit Plan.
- Participate in pivotal decisions as they relate to strategic initiatives and operational models.
- Review and present monthly compliance reports to the Board of Trustees.
- Select and engage consultants and auditors.
- Implement policies, procedures and processes as deemed appropriate.
- Attend and participate in the Allowance for Loan Losses Committee meeting, Asset Liability Management Committee meeting, Audit & Compliance Committee meeting, Information Technology Steering Committee meeting, Marketing Committee meeting and Strategic Planning Committee meeting.

### **Financial Analysis, Budgeting and Forecasting**

- Prepare and present monthly financial budgeting reports to the Senior Management Team and the Board of Trustees.
- Review and analyze monthly financial results and provide recommendations.
- Develop and execute analysis of business initiatives, product launches and/or new service offerings.
- Supervise creation of reports, software implementation and tools for budgeting and forecasting.
- Responsible for asset and liability management efforts including policy development, maintenance and model interpretation.

- Responsible for liquidity management of the Bank including contingency and long-range funding.

### **Accounting, General Ledger, Compliance and Administration**

- Supervise the Finance and Compliance Departments.
- Ensure timeliness and accuracy of financial and management reporting data.
- Oversee the preparation and communication of monthly and annual financial statements.
- Oversee the preparation of compliance reports and annual reporting requirements.
- Oversee the preparation and timely filing of all local, state and federal tax returns.
- Oversee the month-end close process.
- Oversee preparation of bi-weekly, monthly, quarterly and annual regulatory filings.
- Enhance and implement financial, compliance and accounting systems, processes, tools and control systems.
- Serve as a key point of contact for external auditors; manage preparation and support of external and internal audits.

### **Financial Management**

- Manage cash flow planning process and ensure funds availability.
- Oversee cash, investments and asset management area.
- Explore investment opportunities and provide recommendations on potential returns and risks.
- Prepare the allowance for loan loss calculation on a quarterly basis.
- Responsible for the annual insurance renewal.
- Maintain outstanding banking relationships and strategic alliances with vendors and business partners.
- Utilize forward-looking models and activity-based analyses to provide financial insight into the Bank's plans and operating budgets.
- Remain current on audit best practices as well as state, federal and local laws regarding Bank operations.

### **Finance and Compliance Team Management**

- Mentor and develop the Finance and Compliance teams, manage work allocation, systems training, performance evaluations, and build an effective and efficient team dynamic.
- Recruit, interview and hire finance, payroll and compliance staff as required.

A minimum of eight years relevant experience is required. A Bachelor's degree in Accounting or Finance and CPA is required. An MBA is preferred. Must have a background in Public Accounting and 10 + years total accounting or finance experience. Must have outstanding knowledge and understanding of GAAP. Must demonstrate leadership ability, confidence, executive presence, and excellent analytical, reasoning and problem solving skills and have significant experience working with external auditors, internal controls and compliance related issues. Must have excellent social and communication skills.

“Equal Opportunity Employer”

Job Type: Full-time