



## JOB DESCRIPTION

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**JOB TITLE:** Chief Financial Officer (CFO)  
**DEPARTMENT:** Executive Management  
**REPORTS TO:** Chief Executive Officer (CEO)  
**HIRING RANGE:**  
**FLSA STATUS:** Exempt  
**EEO CATEGORY:** 11-3031/0120  
**SALARY MINIMUM:**  
**SALARY MIDPOINT:**  
**SALARY MAXIMUM:**  
**ASSIGNMENT CATEGORY:** Full Time, Regular  
**OFFICE LOCATION:** Lena  
**ISSUE DATE:**

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### PURPOSE AND PERFORMANCE GOALS

Directs budgeting, recordkeeping, and accounting activities of the financial institution. Makes recommendations relating to budget preparation, profit forecasts, and operational changes as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for serving as the Bank's lead financial executive overseeing and representing the Bank's Accounting Department and all financial and accounting operations of the Bank.

Responsible for adhering to all related generally accepted accounting principles, tax and regulatory laws, rules and regulations to adequately and accurately reflect the financial position of the Bank at all times.

Participates and assists the Bank in formulating and meeting its overall strategic business plans and goals, including the Bank's capital and dividend plans.

Manages investment portfolio to meet liquidity and income producing objectives, including purchases and sales through recommended brokers, as well as maintenance of Investment Policy.

Conducts financial, management, and regulatory reporting for both Citizens State Bank and First Lena Corporation.

Presents monthly reports to the Board of Directors, ALCO, and senior management as needed.

Prepares forecasting and budgeting, and ongoing budget performance monitoring, with oversight from President.

Plans, coordinates, and executes effective processes related to the Bank's capital and asset and liability structure.

Develops, implements, and monitors accounting policies, procedures, practices and internal controls.

Participates in determining deposit and loan rates.

Assists with major purchasing decisions.

**Lena:** 102 W. Main St., Lena, IL 61048 · (815) 369-4524  
**Stockton:** 133 W. Front Ave., Stockton, IL 61085 · (815) 947-3366  
**Freeport:** 1525 S. Forest Rd., Freeport, IL 61032 · (815) 801-4524

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Develops and implements financial institution fiscal plans and policies.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Performs direct supervisory duties of accounting department staff, and coordinates staff for coverage in all related areas of the department.

Participates in IT Steering Committee.

Supervises credit analysis, credit review, and special assets functions of the bank, to insure independence from the loan and loan operations functions.

#### **SUPERVISORY RESPONSIBILITIES**

Oversees the training of accounting, credit analysis, and review personnel. Reviews their performance evaluations and recommends salary adjustments, promotions, discharges, and other personnel related actions.

#### **QUALIFICATIONS/EDUCATION/EXPERIENCE**

Master's level degree in business administration, finance, or related field.

Minimum 10 years of experience in a senior financial position, with extensive administrative experience in financial institutions.

Extensive background in financial institution accounting and auditing, operations, and policies and procedures related to procurement.

High level analytical and communication skills.

Ability to manage a group of highly trained personnel.

#### **PHYSICAL DEMANDS**

Must be able to remain in a stationary position 50% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. Occasionally positions self to maintain computers, including under desks.

#### **HOURS**

Candidates work 40 hours/week. They should ideally have open availability 7:00 am – 6:00 pm, Monday through Friday, as well as Saturday mornings, 7:00 am – Noon, as they are scheduled on a rotating, and as needed basis.

#### **WORK ENVIRONMENT**

The worker is not substantially exposed to adverse environmental conditions. This position's main location is in the Lena branch, and may require time spent working in the other branch locations, as needed.

**- Associates are held accountable for all duties of job -**

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**Acknowledgement:**

I have read and understand all of the above. I have reviewed the duties for which I am responsible, and understand this job description may be modified in writing at any time. This job description excludes marginal functions, incidental duties and special projects which I may be required to perform when assigned. I understand that this document does not create an employment contract and that I am employed by Citizens State Bank, Lena, IL, on an "at-will" basis.

Associate Signature: \_\_\_\_\_ Date \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_ Date \_\_\_\_\_

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