POSITION DESCRIPTION

Functional Title: Vice President, Investment and Trust Compliance Officer
Effective: June 2014 **Reviewed:** June 2014
Officer Title: VP, Investment and Trust Compliance Officer
Reports to: Senior Vice President, Compliance
Direct Reports to this Position: N/A
Exemption Status Based on FLSA: Exempt (X) Non-Exempt ()

Summary of Job Responsibilities:

Maintains awareness, understanding and compliance with Guaranty Bancorp's "Code of Ethics", internal policies and procedures, laws and regulations that are appropriate for his/her position.

The Investment and Trust Compliance Officer administers the bank's program for compliance for the bank's subsidiary registered investment advisors (RIA) and the bank's trust department. Responsible for having requisite knowledge of applicable securities laws and regulations along with federal and state trust regulations. Work is performed independently, but under the overall supervision of the Senior Vice President, Compliance Officer.

Essential Duties:
Employees are held accountable for all duties of the job.

1) Demonstrates core values and guiding principles as outlined in the Bank's identity statement.
2) Ensures that all activities and work functions comply with compliance requirements as defined in company policies and procedures and state/federal laws and regulations.
3) Update and maintain RIA books and records including Form ADV, ADV Disclosure Brochure, Investment Advisory Agreements, and Solicitor Agreements.
4) Assist Trust Manager with updating and maintaining disclosures, agreements and records.
5) Maintain and enforce policies, procedures, controls, and communications which are reasonably designed to achieve compliance with and prevent violation of the applicable securities laws, regulations and fiduciary duties .
6) Review and document the assessment of compliance risk and internal controls, including performing periodic testing to validate effectiveness of the various compliance programs. Report to management the level of compliance and evaluate the adequacy of subsequent corrective action. Work with appropriate person at RIA to develop appropriate MIS to ensure regular oversight of compliance requirements.
7) Responsible for developing, delivering, and documenting a comprehensive and focused compliance training program for all appropriate employees that is specifically tailored to each job function.

8) Prepares for and coordinates compliance reviews for Regulators/Auditors. Informs management and the Boards of Directors of any deficiencies. Develops responses and corrective action plans, as necessary.
9) Maintain current knowledge of compliance laws, regulations, regulatory trends, and products.
10) Participate in the Compliance Committee meetings.
11) Participate in due diligence reviews of potential acquisitions.
12) Provide leadership and guidance to all staff in this area. Role model for ethics, teamwork and professionalism.

Non-Essential Duties:

1) Performs other duties as assigned.

Required Qualifications [Knowledge (Education), Skills and Abilities (KSAs)]:

- College degree in Business Administration, Finance, or Accounting or equivalent work experience
- Five to ten years recent experience in investment advisor related compliance
- Strong independent critical thinking, problem solving and analytical skills with ability to demonstrate cross functional application of laws and regulations to various business areas and products.
- Proficiency in Microsoft Excel and Word, and other applications as necessary.
- Excellent verbal and written communication skills; ability to interact effectively with staff and management at all levels. Training skills.
- Ability to organize, prioritize, and lead projects.

Preferred Qualifications:

- None

Specifications:

Types of Decisions: This position performs the job with consultation with superiors; is often asked to determine if an exception to established policies and procedures is required. Decision-making includes proactively determining new processes or systems that will be more efficient and/or save money, as well as reacting to errors discovered to resolve the immediate issue and also to ensure a similar error is not made. Day to day decisions will be made regarding the major duties and responsibilities of the position.

Consequences of Errors: Errors may have a significant adverse effect on relationships with customers, other departments of the bank, regulatory authorities, and bank reputation. Incomplete or incorrect decisions can also impact the employee's credibility significantly affecting the overall effectiveness of the department.

Contact with Others: Must display quality of service showing courtesy, tact, and discretion at all times. Maintains a positive demeanor and displays excellence in service, keeping the banks' image in mind at all times.

Physical Requirements: 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must have valid driver's license and travel between locations in the Denver Metropolitan and Northern Front Range areas
- Ability to lift 25 lbs
- Ability to sit for 6 – 7 hours at a time
- Ability to operate standard PC equipment
- Ability to handle stress associated with frequent deadline and tight schedules

The above statements are intended to describe the general nature and level of work being performed. This job description should not be construed to imply that these requirements (job responsibilities and KSAs) are the exclusive standards of the position. Incumbents may be required to follow other instructions, and to perform other duties, and obtain other KSAs that may be required of the position.