



POSITION DESCRIPTION

Functional Title: Management and Financial Reporting Officer

Effective: November 2013

Reports to: SVP – Controller **Officer Title:** Officer

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.

Support the finance department with complex finance and accounting services. This includes preparing, creating, analyzing, maintaining and reviewing various financial statements and reports.

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, including but not limited to Sarbanes-Oxley and federal and state banking regulations.
- 3) Stays informed of governmental regulations and authoritative accounting pronouncements affecting the Company's finance and accounting procedures.
- 4) Prepare complex financial reports for the Bank requiring advanced Excel skills and knowledge of our core systems.
- 5) Assists with quarterly SEC filings, including compiling the data supporting required disclosures included in the financial statements and footnotes. Updates quantitative disclosures in the MD&A section of the quarterly SEC filings and similar disclosures in the Company's quarterly earnings releases.
- 6) Creates, prepares and reviews various management reporting analyses.
- 7) Prepares various consolidated and subsidiary financial reports on a monthly and quarterly basis.
- 8) Assists with the preparation of the financial section of the monthly board reports for the bank, as well as the quarterly board report for the holding company.
- 9) Assists with asset-liability management reporting and analysis.
- 10) Assists with providing financial information to both internal and external auditors.
- 11) Assists with budgeting.
- 12) Assists with the daily and monthly GL account reconciliation process for balance sheet accounts, including a review to ensure all accounts have been reconciled.

Non-Essential Duties:

- 13) Backs up other Finance positions during absences.
- 14) Performs other accounting and finance duties, as assigned.

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

- B.S. Accounting or Finance degree.
- Self-starter who is able to analyze and organize complex data to assist decision makers.
- Minimum of two years of finance and accounting experience in public accounting, or five to ten years of finance and accounting experience with a public company and/or large community bank.
- Strong PC knowledge including an advanced working knowledge of Microsoft Excel.
- Strong attention to detail. Ability to finish projects with minimal oversight.
- Ability to think outside the box in order to streamline processes to improve efficiency using technology.
- Ability to multi-task under deadline pressure. Additional hours may be required at quarter-end and/or when working on special projects.
- Ability to reason logically.

Preferred Qualifications:

- Public accounting experience.
- CPA, or taking additional courses required to take the CPA examination.
- Public company experience, including auditing public companies.
- Bank finance/accounting experience, including auditing financial institutions.

Types of Decisions: Decision criteria in day-to-day financial and accounting decision making for the holding company and subsidiaries.

Consequences of Errors: Errors at this level may result in critical monetary and regulatory reprimands, as well as exposing the bank to other material losses or asset impairments.

Contact with Others: Federal and state regulators, bank officers, employees and accounting firms.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to lift 15 lbs

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.