



POSITION DESCRIPTION

Functional Title: Senior Accounting Supervisor **Effective:** October 2013
Reports to: SVP, Controller **Officer Title:** N/A
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.

Summary of Responsibilities:

Primary responsibility is to supervise daily Accounting operations, including coordinating daily journal entries, collateral changes, and investment activity. Responsible for ensuring that the financials are closed monthly in a timely and accurate manner. Also responsible for Regulatory reporting and various ALCO 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) Responsible for month-end financial statement close and ensuring accuracy, completeness and timeliness of all journal entries.
 - Analysis of actual, projected and budgeted financial information required.
 - Record various general ledger entries for holding company and subsidiaries.
 - Proactively communicates with others in the bank to ensure that all required adjustments are prepared in a timely manner
- 4) Responsible for continuous analysis of the balance sheet and income statement for accuracy and completeness. Research and explain unusual variances to management.
- 5) Responsible for daily A/P check reviews for all checks under \$50,000 that do not require a signature by an officer.
- 6) Prepares the following Regulatory Reports, including review and implementation of any required changes from the regulators:
 - Quarterly Call Report.
 - Quarterly FR Y-9C and FR Y-9LP.
 - Quarterly FR Y-8.
 - Event driven FR Y-10.
 - Annual FDIC Summary of Deposits Report

- 7) Reviews weekly FR2900 and FR2644 FED reports.
- 8) Prepares and analyzes quarterly QCD for the FHLB, including communication with loan operations and/or credit and underwriting as a result of changes to the report.
- 9) Calculates monthly Risk-Based Capital ratios, including researching and implementing changes in regulatory capital rules under Basel III.
- 10) Assists with Investment Portfolio accounting including:
 - Prepares monthly investment reconciliations
 - Prepares weekly and monthly bond portfolio reports.
 - Performs quarterly fair value testing of investment portfolio under SOX.
- 11) Prepares and analyzes various monthly ALCO reports, as assigned.
- 12) Processes brokered internet and CDARs Certificates of Deposit and corresponding journal entries.
- 13) Responsible for Regulation D Compliance which includes, but is not limited to, running the monthly Account Reconciliation Report in Horizon.
- 14) Assists Treasury Management and other areas of the bank with the accounting portion of Requests for Proposal (RFPs)
- 15) Reviews daily loan and deposit application-based reports and investigates unusual items.
- 16) Reviews daily and monthly PDPA reports and coordinates annual PDPA audit.
- 17) Reviews daily Repurchase Agreement reconciliation.
- 18) Reviews monthly interest submitted to CARHOF and COLTAF agencies.
- 19) Reviews monthly Application Balancing reports to ensure that all applications reconcile to the General Ledger.
- 20) Provides back-up coverage for the following:
 - Daily cash funding position for the bank.
 - Recording investment portfolio activity.
 - Maintaining current Global Index rates and deposit interest rates on Horizon and the Intranet.
 - General ledger reject processing.
 - Payroll processing, accounts payable review, and account reconciliations.
 - Maintaining records of prepaid expenses.
- 21) Performs other duties as assigned. These other duties often require strong analysis skills, as well as strong Excel skills.

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

- 1) B.S. Accounting degree or the equivalent work/education experience.
- 2) Five years of accounting experience, preferably in the financial industry.
- 3) Strong PC knowledge including an advanced working knowledge of Microsoft Excel. Strong working knowledge of other Microsoft software, as well as banking financial and accounting systems preferred.
- 4) Strong attention to detail.
- 5) Works well under time deadlines.
- 6) Ability to handle multiple projects simultaneously.
- 7) Strong analytical skills.

Specifications:

Types of Decisions: This position performs the job with moderate consultation with managers within the framework of established policies and procedures. Decision making involves maintaining appropriate funding and collateral levels and review of various accounting operations functions for accuracy.

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. 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.

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.