



ALTRUIST TRUST CO. & FIDUCIARY SERVICES, INC.

A Pillar of Loyalty - Care - ServiceSM

Job Description Investment Officer

Position Title: Investment Officer

FLSA Status: Non-Exempt

Schedule: Part-time, Monday–Friday.

Supervisory Responsibilities: None

Hourly Rate Range: \$36.06 to \$46.00 per hour

Reporting Relationship: Robert A. Zielke, President & Chief Executive Officer

Job Location: Remote

Company Overview:

Altruist Trust Co. & Fiduciary Services, Inc. (Altruist™) is a state-chartered trust company operating in Washington State. Altruist is dedicated to providing exceptional trust administration, fiduciary, and wealth management services anchored by expertise, integrity, and compassion. Upholding rigorous professional standards, Altruist delivers specialized knowledge, expert administration, and meaningful client service – empowering clients to live life to the fullest while remaining protected by robust fiduciary principles and regulatory guidelines.

Job Summary & General Information:

In this role, you will serve as an Investment Officer. Core responsibilities include developing and implementing investment strategy, investment and financial planning oversight, and the evaluation of financial advisors, investment portfolios, and portfolio returns. This role also involves benchmarking portfolios and monitoring portfolios for idle cash. The Investment Officer will collaborate with Trust Officers and Altruist's Chief Investment Officer, analyze investment performance, and perform research to support investment strategies.

In this role, the Investment Officer will exclusively use Altruist's established processes and process-based systems to complete their work without employing independent task-based methods.

The Investment Officer will be provided with an Altruist computer, business cell phone, and other office equipment to perform their duties and must not use any personal electronic devices. All Altruist-provided computers, cell phones, and office equipment are continuously monitored.

Altruist™ uses RegTech-type banking software, controlling all actions with a digital signature.

Investment Officer Duties and Responsibilities:

- A. Investment Management & Performance Oversight:
- Monitor and benchmark investment performance across all portfolios, ensuring alignment with fiduciary standards and client objectives.
 - Calculate and report portfolio investment returns (gross and net of fees) with full transparency and accuracy in performance reporting.
 - Oversee the performance of Altruist-managed (in-house) portfolios, ensuring outcomes align with client goals and adhere to established risk parameters.
 - Evaluate portfolios managed by third-party advisors to confirm performance aligns with client objectives and all investments comply with established guidelines and fiduciary obligations.
 - Perform account depletion analysis and prepare reports to inform long-term investment strategies and anticipate future funding needs for accounts.
 - Prepare comprehensive cash flow analysis reports to guide investment planning and inform the development of annual trust account budgets.
 - Monitor managed accounts for idle cash and implement timely investment strategies to deploy funds, optimizing cash utilization.

B. Regulatory & Compliance Responsibilities:

- Identify and document income vs. principal transactions in each account in accordance with the Uniform Fiduciary Income and Principal Act and applicable fiduciary laws.
- Draft, review, and update Investment Policy Statements (IPS) for client accounts, ensuring each IPS meets fiduciary standards and reflects any changes in investment strategy or risk tolerance.
- Conduct and document regular internal investment reviews, and coordinate independent external investment reviews, to verify adherence to all fiduciary, regulatory, and internal policy requirements.
- Perform due diligence on external financial service providers by reviewing SOC 1 reports and Form ADV disclosures to confirm their controls meet compliance requirements and are suitable for client accounts.
- Evaluate and monitor external financial advisors for adherence to fiduciary and regulatory standards, ensuring their investment activities conform to the trust company's policies and serve the clients' best interests.
- Continuously monitor individual investments and overall portfolio allocations for compliance with approved investment policies and client-specific guidelines, addressing any variances or prohibited investments promptly.
- Manage daily and periodic compliance alerts (such as performance outliers or policy exceptions), investigating any flagged issues and taking corrective action to maintain full regulatory compliance.

C. Reporting & Collaboration:

- Develop annual trust account budgets with detailed cash flow projections and investment income estimates, and participate in budget meetings to align financial plans with investment strategies.
- Collaborate closely with trust officers and other fiduciary staff on investment decisions to ensure integration with broader trust administration objectives and client requirements.
- Prepare and present comprehensive investment oversight reports to Altruist's Chartered Trust Committee, including analysis of portfolio performance and compliance review findings, and address any questions from committee members.
- Participate in meetings with supervisors, senior management, and key stakeholders to discuss investment strategies, share compliance updates, and report on portfolio performance and risk management.

General Duties and Responsibilities:

- Complies with and maintains familiarity with all Altruist™ policies, procedures, and processes.

- Ensures strict adherence to regulatory compliance in all tasks and maintains a regulated environment.
- Responsible for delivering cross-training of current role's essential duties and responsibilities to co-workers for the purpose of efficient delivery of services.
- Undergoes cross-training in areas assigned or defined by Altruist™.
- Ensures preparedness to deliver services in accordance with Altruist's disaster plan during periods of high work volume and employee absences. This is achieved through cross-training in all work areas of the Company and regular performance of said duties.
- Attends staff meetings and in-service education programs as required including but not limited to:
 - Bank Secrecy Act (BSA)
 - Anti-Money Laundering (AML)
 - Countering the Funding of Terrorism (CFT)
 - Terrorist Financing (OFAC) and Sanction Monitoring
 - Cyber Security
 - Disaster Preparedness
 - Altruist Policies and Procedures
- Written communications must follow the Altruist's Style Guide.
- Create, manage, and file trust account records necessary to document day-to-day trust administration, fiduciary, and wealth management responsibilities following Altruist's record-keeping requirements.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Demonstrate understanding of all Altruist policies and procedures.
- Demonstrate a high level of personal integrity and ability to do the right thing with the courage of a lion.
- Demonstrate ability to accurately communicate the values, services and operations of the company to clients and the public.
- Demonstrate integrity in quality of work and interaction with others by delivering individual loyalty, care, and service with kindness and generosity.
- Demonstrate understanding of diversity, equity, and inclusion, including emotional intelligence and use of proper pronouns for co-workers and clients.
- Demonstrate knowledge of and ability to follow Altruist's Code of Business Conduct & Ethics, including but not limited to:
 - ethical decision-making,
 - immediate self-reporting of errors and/or omissions (within 24 hours or less),

- recognizing suspicious or potentially illegal or criminal activity, or other unusual behavior, and reporting it through the proper channels,
- cooperating with investigations, and
- avoiding retaliatory behaviors and actions.
- Demonstrate ability to carry out job duties with accountability.
- Demonstrate understanding of regulatory compliance and responsibility throughout Altruist's operations and duties.
- Demonstrate knowledge of and ability to adhere to operating standards of the BSA, AML, CFT, OFAC, and FinCEN.
- Demonstrate ability to comply with all state and federal laws, regulations, and rules associated with banking corporations and financial institutions.
- Demonstrate ability to maintain strict confidentiality of all business operations, client information, and fiduciary relationships.
- Demonstrate excellent written and verbal communication skills.
- Exercise strong critical thinking and analytical skills.
- Demonstrate ability to follow directions and be detail-oriented.
- Highly proactive, self-motivated, and innovative.
- Familiarity with and ability to carry out procedures outlined in Altruist's Business Continuity, Incident Response & Disaster Preparedness Plan.
- Ability to pass background screenings, including criminal, financial, breach of fiduciary duty, and sex offender. Screening(s) may be repeated throughout employment.
- Ability to maintain separation of duties and responsibilities as prescribed and established by Altruist.
- Ability to recognize different situations requires different communication strategies.
- Ability to manage and prioritize a high volume of tasks with different time demands.
- Work independently and as part of a team with minimal supervision.
- Proficient in Microsoft Office applications.
- Proficient in working with banking software.
- Demonstrate a strong aptitude for learning and integrating new technologies that include video conferencing, web-based applications, desktop software and various hardware and equipment.
- Highly proficient in web browsers and internet searches.
- High accuracy in typing.
- Highly proficient in proofreading.

Education and Experience

- Experience in investment management, financial analysis and planning, and portfolio management.

- A certificate demonstrating expertise in investment management and strategies, such as an Accredited Investment Fiduciary (AIF®) designation, is preferred but not required.

Physical Requirements:

- Ability to work remotely in office space that supports the confidentiality of client and company information.
- Ability to maintain equipment and devices necessary to access Altruist’s software services, answer phones, and participate in video conference meetings.
- Availability for occasional emergent matters related to Altruist matters during non-work hours. Includes relocating to a space with Internet and power.
- Ability to work in the United States.
- Ability to work in Pacific Time (no matter the remote office location). Note that Altruist functions on Pacific Time (for scheduling and regular business hours).

Internet Connection:

- Ability to maintain a high-quality internet connection that supports heavy video and software usage without freezing, staling, and/or other poor service or connection issues as solely determined by Altruist. A high-quality internet connection maintains Altruist’s reputation, supports stakeholder trust, and is efficient for work tasks, such as but not limited to efficiently supporting other Altruist staff and their time.

Equal Employment Opportunity/Affirmative Action

Altruist Trust Co. & Fiduciary Services, Inc. is an Affirmative Action/Equal Opportunity Employer. All qualified candidates will receive consideration for employment. Altruist employs, trains, compensates, promotes, and provides other conditions of employment without regard to a person’s race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, citizenship, or any other status protected by applicable state and federal laws.

Altruist™ is an equal opportunity employer.

At Altruist™, we do not do things because they are easy.
We do them because they are right.
With the courage of a lion, do what is right!

This document is the property of Altruist Trust Co. & Fiduciary Services, Inc.
Unauthorized distribution is prohibited.

-End-