



Job Description

Job title: Asset Manager

Reports to: Director of Asset Management & Compliance

Company: Travois Asset Management & Compliance

Date: July 2022

Job Type: Full Time

Location: Kansas City, MO

About Us: Travois is a certified B Corporation that helps Indigenous governments and businesses across the United States build safe, affordable homes and create good jobs in thriving communities. We do this by providing financial consulting, architectural services, and compliance services.

Summary: This position is perfect for the adventurous person who thrives in a role where significant travel is involved and truly sees it as an interesting perk of the job. Speaking of perks, you would be able to accumulate airline miles and hotel points for your own personal use and have complete flexibility in scheduling your own travel. To thrive in this role, you must truly be a people person who would rather communicate by phone or in person with others as opposed to an endless email thread. If you're naturally social, this will be a breeze for you.

The Asset Manager supports the Travois Asset Management team through ensuring that our client's Low-Income Housing Tax Credit (LIHTC) projects are rented to qualified tenants and that projects remain in compliance with LIHTC rules and regulations and investor requirements. The Asset Manager provides training and support to our tribal clients on the LIHTC program and compliance.

Requirements for the position include a bachelor's degree in a relevant field or equivalent experience, a current and valid driver's license and excellent customer service skills. A Housing Professional with experience in the Low-Income Housing Tax Credit Program and/or other affordable housing programs is preferred.

If you're a people person ready for a role that will never leave you bored, provide you the opportunity for meaningful work with great people, and will literally take you places we want to hear from you!

Travois offers a generous benefit package. Employees receive a 10% contribution to their 401(k), employer paid health care, 12 weeks paid parental leave, unlimited PTO and more.

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Unlimited Paid time off
- 12 weeks Parental leave
- Professional development assistance
- Tuition reimbursement
- Vision insurance

Travel:

- Travel is required an estimated 50% of the time or approximately 2 trips per month, averaging 3-5 days per trip, for client and project site visits, industry conferences and trainings.

Supplemental Pay:

- Potential for Bonus pay tied to the business' profitability

COVID-19 considerations:

- Vaccine requirement for all staff.

Education:

- We prefer applicants with a bachelor's degree in a relevant field or equivalent experience
- A Housing Professional with experience in the Low-Income Housing Tax Credit Program and/or other affordable housing programs is preferred.

Duties and Responsibilities:

1. Complete HFA, AHP, CMF and investor reporting.
2. Update utility allowances.
3. Complete Certificates of Occupancy and the placed in-service tables.
4. Complete 8609 and final pay packages.
5. Oversee investor & HFA reporting timeliness and accuracy.
6. Complete site visits to client's offices.
7. Provide on-site training to clients.
8. Update the Tenant Income and Rent Summaries (as needed).
9. Complete investor inspections.
10. Train staff on new and/or update policies and procedures as assigned by the Director.
11. Correspond with clients regarding their re-certifications, pending files, missing documents and other items as needed.
12. Answer the phones and take messages if necessary.
13. Perform other related duties as assigned.
14. Travel when required.

Skills and Competencies:

- Clear and concise oral and written communication skills
- Sensitive to needs of clients and diplomatic in presentation of services
- Proficient math aptitude and budgeting skills
- Time management and organization skills
- Supervisory and training skills
- Problem solving
- Relevant computer and software expertise
- Proficiency with relevant computer and software tools including Microsoft Office, Salesforce, Asana, and Prezi.
- Valid driver's license

Physical Requirements of the Job:

- Ability to sit or stand at desk working for extended periods of time during the workday
- Ability to communicate verbally, in person and by telephone, with colleagues and customers in the office and around the country
- Ability to use a computer and communicate via the internet with colleagues and

customers in the office and around the country.

- Ability to travel by airplane and drive a car to work sites, ability to visit client sites doing inspections of LIHTC projects and meeting in clients' offices
- Ability to work from home if necessary

Work Schedule:

Monday - Friday, 8 a.m. to 5 p.m. Additional hours will be required depending on required travel and deadlines. We have flexible scheduling and unlimited PTO and work from home opportunities after initial training and onboarding period and with approval from department supervisor.