



Job Description

Job title: Asset Manager

Date: June 2023

Reports to: Chief Financial Officer

Job Type: Full Time

Company: Travois New Markets

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 project financing, financial consulting, development consulting, architectural, asset management, and compliance services.

Summary: The asset manager is responsible for working independently to complete NMTC program compliance tasks. This will require working collaboratively with QALICBs, CDEs and investors. The asset manager will handle disbursement requests on behalf of both the CDE and QALICBs. The asset manager will play a supporting role in the preparation of the annual NMTC allocation application.

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:

- Requires approximately 6 trips (3-5 business days) per year to visit clients and attend conferences.
Additional travel may be required.

Supplemental Pay:

- Potential for bonus pay tied to the business' profitability

COVID-19 considerations:

- Vaccine requirement for all staff.

Duties and Responsibilities:

NMTC program compliance

- Check-in daily with QALICB borrowers and QALICB consulting clients to build and maintain relationships
 - The overall goal will be to ensure QALICBs are adhering to all NMTC projections including

collecting lease payments and making QLICI interest payments and that Tribes are receiving leverage loan payments.

- A secondary goal will be to ensure that QALICBs are working with a CPA firm to schedule the annual audit process.
- Assist QALICBs with the generation of quarterly unaudited financial statements
- Assist Tribes with the generation of quarterly unaudited financial statements when required
- Assist QALICBs with completion of quarterly and annual compliance certifications
- Complete CDE compliance certifications
- Assist QALICBs in completing annual community benefit reports
- Creating a compliance and reporting manual in partnership with the project manager for each newly closed NMTC transaction
- Disburse QLICI funds for projects in which we are the disbursing agent
- Assist QALICBs in the disbursing process when we are not the disbursing agent
- Complete and submit all annual AMIS and CIIS report for both Travois New Markets and Chickasaw Nation Community Development Endeavor
- Assist CFO in quarterly accounting for all Sub-CDEs in QuickBooks Software
- Assist CFO in preparing redemption testing and sub-all calcs for semi-annual compliance
- Assist CFO in preparing QLICI interest invoices and timely collection

Assisting with annual NMTC allocation application

- Work with all QALICB borrowers and QALICB consulting clients on a regular basis throughout the year to collect community impact information
- Research sound methods and metrics to be used in the annual allocation application

Skills and Competencies:

- Excellent oral and written communication skills
- Strong individual initiative and commitment to excellence
- Familiarity and comfort with the review and preparation of balance sheets and income statements
- Familiarity and comfort with the review of audited financial statements
- Familiarity and comfort with loan structuring and servicing
- Excellent client service and client relationship skills
- Proficiency with relevant computer and software tools including Microsoft Office, Salesforce, Asana, and Prezi.
- Valid driver's license
- Ability to work from home if necessary

Required Education and Experience:

- We prefer applicants with a bachelor's or master's degree in a relevant field, (ex. Accounting, Finance, Public Admin., Law, Business, etc.)
- At least one year of in-depth experience in finance, economic development, affordable housing, grant writing, or other type of public or non-profit administration. If you can make a compelling case why you're the right person for the job we will consider other fields of study as well.

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 meetings with clients, industry events, conferences and trainings.

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.