



## Job Description

**Position:** Compliance Specialist

**Job Type/FLSA Status:** Full time/exempt

**Reports to:** Compliance Manager/Director of  
Travois Asset Management & Compliance

**Location:** Kansas City

**Company/Department:** Travois Inc./Asset Management & Compliance

### Position Summary

The Compliance Specialist plays a pivotal role in ensuring that all assigned projects comply with relevant regulations, including the LIHTC program. This position involves a hands-on approach to reviewing tenant income certifications, verifying the accuracy and completeness of reports, and ensuring that documentation is prepared and submitted according to deadlines. The Compliance Specialist works in collaboration with asset managers, equity investors, and the compliance team to oversee compliance throughout all phases of project lease-up and ongoing operations. With a growing responsibility for independently managing the compliance of specific projects, this role requires a deeper understanding of housing regulations and a proven ability to manage detailed, time-sensitive tasks in a structured manner. Strong customer service and communication are critical for success in this position.

### Positional Duties/Responsibilities

1. Site visits/training
2. Contributing participant in virtual trainings.
3. Contributing participant in TAMC Happy Hours.
4. Process tenant files with minimal guidance and few required corrections.
5. Coordinate with client to make corrections or collect documentation needed to prepare formal written report for Housing Finance Agency (HFA) and/or Investor audit responses.
6. Prepare formal written report as result of HFA and/or Investor audit with minimal guidance and few required corrections.
7. Collect rent and income limit data from HFA/HUD/Novogradac, and utility allowance information from assigned public housing authorities, or other resource as directed by Compliance Manager. Update internal rent/income limit charts and UA calculations. Peer review as needed.
8. Prepare and submit Occupancy Reports to HFA/investor.
9. Send monthly recertification reminders to ensure clients complete annual recertifications on time.
10. Perform other duties as assigned.

### Travois Core Competencies (all positions)

1. Keep management informed about any issues affecting the organization or their responsibilities.
2. Engage in continuous learning opportunities and seek independent solutions.
3. Manage and properly respond to internal and external correspondence through excellent oral and written communication skills.
4. Seek, receive, and apply feedback to improve performance.
5. Promote a culture of service.
6. Promote cooperation and effective relationships.
7. Promote an inclusive, welcoming, and diverse climate.

8. Exhibit resourcefulness, independent action, and professional judgment that is position-appropriate.
9. Act responsibly and take ownership of own behavior, actions, and decisions.

### **Minimum Requirements, Abilities and Expectations**

#### Education requirements:

- A bachelor's degree is preferred. Relevant degrees include, but are not limited to, Business Administration, Finance or Accounting, Real Estate and Public Administration.

#### Position-specific requirements:

- Minimum 3 years relevant professional experience is required: experience includes, but is not limited to, LIHTC compliance, property management, affordable housing occupancy specialist, real estate project manager, financial underwriter, and customer relationship manager.
- Nationally recognized Low Income Housing Certification preferred, rental housing certification/experience also considered.
- The following trainings/certifications must be obtained within four months of employment:
  - Housing Credit Certified Professional (HCCP)
  - NAHASDA/LIHTC Certification (i.e. CTHP)
  - Completion of HUD HOME program training
- Ability to present independently before Tribally Designated Housing Entity (TDHE) on matters related to Asset Management & Compliance.
- Sign off to manage clients/projects in all service area states, as approved by Director/Compliance Manager, within two years of starting this role.
- Experience with a broad range of challenges and a developing ability for adaptive critical thinking and making insightful connections for problem-solving.
- Willingness to learn and work with various funding/subsidy programs like AHP, RD, HTF, and CMF grants with Tribal LIHTC developments.
- Demonstrates strong planning and project management skills, including effective time management, multi-tasking, organization, and collaboration with multiple parties.
- Excellent oral and written communication skills.
- Ability to grasp highly technical subject matter and translate that knowledge into both big-picture and detail-oriented perspectives.
- Competence in preparing and delivering effective presentations to both small and large groups with varying levels of technical understanding.
- Strong individual initiative and commitment to excellence.
- Competitive spirit with enthusiasm to complete the day-to-day tasks that meet our clients' goals and objectives.
- Exceptional client service and relationship management skills.
- Passion for continuously improving the TAMC's quality and services, with a strong desire for ongoing learning and growth.

#### Travel requirements:

- Travel may be required periodically.
- Travel consisting of client visits and industry conferences.

#### General requirements:

- Must have the ability to problem solve and think independently.
- Demonstrated ability to develop and maintain effective ongoing relationships.
- Strong planning, organizational, and time management skills.

- Professional integrity and sense of responsibility and accountability.
- Proficiency or ability to learn relevant computer and software tools including Microsoft Office, Salesforce, Asana, and Prezi.

Physical requirements:

- Ability to sit or stand at a desk working for extended periods 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 or client sites
- Ability to walk around client sites or construction sites
- Ability to lift and carry materials up to 25 lbs. for conferences and training events

Please note: We will provide reasonable accommodations to qualified individuals with disabilities to ensure they can perform the essential functions of the job.

**Our Values**

**Excellence:** We hold ourselves to high standards in service of our clients and each other because we believe our work is important.

**Service:** We help our clients no matter the size of the task with an attitude of humility and kindness.

**Sovereignty:** We follow the lead of our clients with open minds and a belief that their vision is best for their community.

**Resourcefulness:** We are adaptable in the face of obstacles and do what it takes to help our clients reach their goals.

**Compassion:** We care about our colleagues and partners as whole people, supporting their needs and aspirations.

Travois is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Our employees are offered competitive compensation, health and welfare benefits, paid time off, and professional development opportunities.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. Management has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description:

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Name

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Date