

Job Description

Position: Associate Asset Manager

Reports to: CFO

Company/Department: Travois New Markets

Job Type/FLSA Status: Full time/Exempt

Location: Kansas City

Position Summary

The associate asset manager is responsible for working independently to complete all ongoing New Markets Tax Credit (NMTC) program compliance tasks for a discrete portfolio of projects. This will require working collaboratively with QALICBs, CDEs and investors. The associate asset manager will handle disbursement requests on behalf of both the CDE and QALICBs and manage the flow of funds associated with all ongoing payments throughout the compliance period. The associate asset manager is responsible for ongoing compliance tasks as needed such as, but not limited to client site visits, AMIS reporting, attending NMTC working group meeting etc. The associate asset manager will also participate in a supportive role in the preparation of the annual NMTC allocation application.

Positional Duties/Responsibilities

1. NMTC Compliance:

- Check-in regularly with QALICB borrowers and QALICB consulting clients to build and maintain relationships for assigned portfolio of projects.
- Ensure a successful compliance period for QALICBs and avoid NMTC recapture by adhering to all NMTC lease and loan agreements in accordance with the each projects unique structure including but not limited to collecting lease payments, timely debt service payments and the Leverage Lender receiving timely leverage loan payments.
- Review the closing binder immediately post close and prepare compliance manual including but not limited to QALICB, Leverage Lender & Tenant obligations for the compliance period in partnership with the DCI.
- Be familiar with Community Benefit Requirements as a benchmark for comparison with actual community impact information throughout compliance period. Asset manager should notify DCI and President about any significant divergence from projections.
- Ensure that QALICBs are engaged with a third party CPA firm to schedule the annual audit and tax return when applicable. Follow up regularly on the audit process.

- Collect and review the QALICBs quarterly unaudited financial statements ensuring cash on hand is within NMTC limitations, compare to projections and review any discrepancies and report to DCI or CFO immediately if attention is needed.
 - Collect and review the Project Sponsor or Guarantor quarterly unaudited financial statements when applicable
 - Assist QALICBs with completion of quarterly and annual compliance certifications.
 - Complete CDE quarterly and/or annual compliance certifications.
 - Assist QALICBs in completing annual community benefit reports.
2. Other NMTC Tasks:
 - Work closely with the Investor to disburse QLIC proceeds for projects in which Travois is the disbursing agent.
 - Assist QALICBs in the disbursing process when Travois is not the disbursing agent.
 3. Assist with the annual NMTC allocation application:
 - Work with all QALICB borrowers and QALICB consulting clients regularly throughout the year to collect community impact information.
 4. Travel:
 - Annual site visits are required for each project under both the Travois New Markets & CNCDE allocation. The number of trips per year is variable dependent upon successful award of NMTC allocation.
 - Conferences such as but not limited to Novogradac NMTC and NAFOA.
 5. Perform other duties as assigned.

Travois Core Competencies

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:

- Bachelor's or master's degree in a relevant field such as Accounting, Finance Public Administration, Law, Business, etc. or relevant work experience in a similar industry may be considered.

Position-specific requirements:

- At least 1-3 years of in-depth experience in finance, economic development, affordable housing, grant writing or other type of public or non-profit administration.
- Excellent oral and written communication skills
- Strong individual initiative and commitment to excellence
- Familiarity and comfort with the review project due diligence documentation such as construction and legal documents
- 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

Travel requirements:

- Annual site visits to each project is required and the number of trips annually is variable dependent upon successful award of allocation (new project closings). Travel may be but not limited to 4 – 5 days monthly for both clients and/or attending conferences. Additional travel may be required.

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.
- Proficient with Microsoft Office, Adobe Acrobat, Internet applications, Salesforce, Asana, Prezi, and/or related software.

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.

Mission, Vision and Values

Our mission is to help our clients create communities where every family has a safe home and every person has a good job.

See our Mission, Vision and Values here: <https://travois.com/about-us/our-story/>

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:

Name

Date