



PIMA LEASING &
FINANCING CORPORATION

Job Title: Leasing Compliance Specialist
Salary: \$32,000.00 - \$65,000.00 (DOE)
Status: Exempt and Non-Supervisory
Reports To: Executive Director

The Leasing Compliance Specialist assists with monitoring and providing business support to all land lessees that have Agreements, Leases and Permits with the Gila River Indian Community (Community) on Community trust lands.

DUTIES AND ESSENTIAL JOB FUNCTIONS:

- Provides assistance with inquiries related to leasing policies and procedures of Pima Leasing & Financing Corporation & the Community.
- Assists in providing information to lessees with regards to any changes in policies and procedures that need to be implemented at the sites for compliance.
- Ensures that the lessees receive clear and concise written interpretations of any changes to the leasing program or tribal agricultural and commercial leasing regulations.
- Coordinate and provide the mechanism for reporting and collecting delinquent rent payments.
- Responds and provides direction to compliance-related questions from the lessees.
- Reviews re-certification paperwork to ensure requirements are met and provides approval when the file meets all requirements.
- Assists the Leasing Coordinators in enacting tribal agricultural and commercial leasing regulations
- Assists in preparing and coordinating all new paperwork for new lessees.
- Examine tenant files in preparation for PLFC file audits.
- Stay current with federal, state and tribal updates about various program requirements.
- Read and synthesize regulatory documents.
- Prepare and update Compliance Narratives to summarize regulatory as well as federal, state and tribal requirements for properties, as well as requirements under the HEARTH Act and 25 U.S.C. § 415, *et seq.* and its governing regulations found at 25 C.F.R. Part 162.
- Review contracts to ensure compliance with tribal agricultural and commercial leasing policies
- Monitor legal cases.
- Design staff training protocols and materials in collaboration with supervisor and internal staff members.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Ability to compose written responses to audits and owner requests.

- Exceptional customer service skills in order to provide community support for lessees and potential lessees.
- Ability to work independently.
- Knowledge of current application of compliance programs, rules and regulations.
- Ability to communicate clearly both verbally and in writing.
- Ability to provide technical assistance on complex compliance issues in a simple and straight forward manner.
- Ability to conduct duties in a professional and confidential manner.
- Ability to work under pressure and time sensitive deadlines.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Knowledge of land description and realty terminology.
- Knowledge of real estate transactions pertaining to acquisitions and disposal.
- Knowledge and skill in interpersonal relationships and the ability to interact with diverse groups.
- Knowledge of the economic, educational, and social background of the Gila River Indian Community.

REQUIRED LICENSES/CERTIFICATION:

- Must possess a valid driver's license and proof of auto insurance.

EDUCATION/EXPERIENCE:

- High School Diploma or General Educational Development (GED).
- At least two years of experience required in property management, asset management, or a tribal regulatory organization/agency.
- A minimum of one (1) year of professional Realty work experience working with real property or combination of education, training and work experience which demonstrates the ability to perform the duties of this position
- Experience in the use of property management/compliance monitoring software preferred.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). Preference is given to qualified enrolled member of the Gila River Indian Community.

The Pima Leasing & Financing Corporation is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Pima Leasing & Financing Corporation is an Equal Opportunity Employer.

Resume and cover letter can be emailed to christine.notah@theplfc.com or mailed to:

Pima Leasing & Financing Corporation
 5350 N. 48th St., Suite 245
 Chandler, AZ 85226