# Account Manager

**About the Company:**

MUNIRevs is a rapidly growing Software-as-a-Service platform that automates the collection of sales and lodging tax payments for businesses. In addition to the tax and licensing system, MUNIRevs also has LODGINGRevs, a vacation rental compliance software.

**The Opportunity:**

The number of clients for whom we provide vacation rental compliance and tax collection is growing quickly, and we are hiring a LODGINGRevs Account Manager to assist in compliance efforts within our communities. We have a lot of very happy clients and are always looking for innovative ways to meet their tax and compliance needs.

**Responsibilities:**

The LODGINGRevs Account Manager is the primary point of contact for LODGINGRevs clients and is in charge of ensuring the timely discovery and notification of advertised short-term rental properties. The position is highly independent, and requires that each Account Manager to:

- Determine or confirm the compliance status, which requires:
    - Attention to detail to ensure each property is accurately assessed the proper status
    - Research skills, utilizing established procedures, to match listings to properties, owners or managers with accuracy
- Add notifications to non-compliant listings
- Create and respond to notifications to assist managers in owners in bringing their property into compliance, which will require:
    - Knowledge of our MUNIRevs permitting / licensing system to guide owners and managers through compliance steps
    - Knowledge of each community's unique compliance requirements
- Conduct jurisdiction staff training and support in both MUNIRevs and LODGINGRevs
- The ability to closely follow operating procedures, with particular attention to different requirements for each client.  In addition, the ability to document additional procedures as they arise with clarity to ensure accurate compliance

delivery for each client as requirements change over time.

**What we are looking for:**

- Solid software experience with MS Office, particularly Microsoft Excel
  - Online interfaces (for our online ticketing system and our software application)
- Impeccable attention to detail
- Strong verbal and written communication skills and excellent customer service to "make compliance easy" for our owners and managers
- Proven ability to juggle multiple tasks at one time, including the possibility of multiple support tickets or phone calls at one time from owners / managers
- BA/ BS degree in Accounting preferred but not required
- Impeccable references a must
- Confidentiality Agreement Required

**Benefits and Compensation**

Compensation range of $20-$24/ hour, depending on experience. We are immediately hiring for a fulltime position.

Full time employees with MUNIRevs are eligible for the following benefits after 90 days of full time employment:

- Paid Time Off (Holidays plus 2 weeks paid vacation / year)
- Health Insurance for employees and option for employee paid coverage for dependents

Experienced remote professionals will be considered. Preference will be given to those with the ability to work in our Durango, CO, office.

LODGINGRevs is at an extremely exciting stage and this position offers a unique opportunity to contribute to, and benefit from, the growth that is in store in the coming years.

**How to Apply**

Please send cover letter and resumes to haleigh@lodgingrevs.com.