



## **Single Filing Portal Business Support Specialist**

### **About MUNIRevs:**

MUNIRevs, which started in 2011, is a cloud-based software company providing tax collection and vacation rental compliance systems to communities nationwide. MUNIRevs tax system automates municipalities' and business' workflow through our unique paperless system and service. Our innovative software helps jurisdictions more efficiently collect taxes.

The company also offers a vacation rental compliance software product, LODGINGRevs that monitors short term rental provider listings and helps bring property owners into compliance for our municipal client requirements.

### **About the Single Filing Portal:**

The Single Filing Portal provides the capability for businesses to submit sales tax forms and payments with multiple jurisdictions through a single file upload. Currently, our portal serves the Colorado home rule communities – allowing businesses to file & pay all 71 home rule cities with a single Excel file upload. The portal will be deployed in at least one other state, which will go live in early 2020.

### **Job Overview:**

Support Specialists serve as the lead point of contact for all businesses filing sales tax with our online system, as well as our city administrative and agency users. City administrative users are the clients of MUNIRevs and may require assistance with reviewing data, entering transactions, system navigation or reports.

In addition to ongoing support, Support Specialists also perform administrative functions, including but not limited to:

1. Creating and/ or updating system procedures in our online help system to assist in user support questions
2. Excel functionality, including reviewing and formatting data for import, or balancing data, or performing analysis using VLookup functions.
3. Creating procedures, checklists and related documents or forms for operations, including support, conversions or other key functions.
4. Reviewing data.
5. Testing new features or bug fixes.

### **Requirements:**

1. Solid software experience with MS Office, particularly Microsoft Excel
  1. Must include strong experience with VLookup and ideally Pivot Tables and Macros
  2. Online interfaces (for our online ticketing system and App)
2. Accounting / Business background

3. QuickBooks or other accounting system experience
4. Superb organizational skills with a strong ability to manage documents and task list
5. Proven ability to juggle multiple tasks at one time, including multiple support tickets
6. Proven self-management skills to complete projects (i.e. Excel data conversion) within deadline and with absolute accuracy with little supervision.
7. Strong verbal and written communication skills
8. BA/ BS degree in Accounting or Business Administration preferred but not required.
9. Impeccable references a must.
10. Confidentiality Agreement Required.

### **Benefits**

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

1. Paid Time Off (Holidays plus 2 weeks paid vacation / year)
2. 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.

### **How to Apply**

Please send cover letter and resumes to [info@munirevs.com](mailto:info@munirevs.com).