

Conversion Specialist

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 Conversion Specialist to assist in the data conversion process for our clients. 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 Conversion Specialist is the primary point of contact for LODGINGRevs clients during conversion, and is responsible for ensuring the timely implementation and building of the MUNIREvs site to meet the client's Go Live date. The position requires the Conversion Specialist to:

- Participate in the Kickoff Meeting, along with the Conversion Manager and Account Manager
- Schedule any follow up meetings with the client to go over questions on the data
- Communicate with the client on open items
- Work with Conversion Manager and Account Manager on how best to load data into MUNIREvs to meet client's compliance needs
- Coordinate with Programmers or use tools to create the site
- Process the data uploads
- Build permit/license/registration workflow in MUNIREvs
- Communicate tax form requirements (calculations, rules) to Programmers
- Contribute in testing the workflows and tax forms to make sure they are working as expected
- Work with the Account Manager to write up procedures for client
- Attend initial client training session to explain any data load questions

Each conversion is essentially like a mini product launch. There's so many pieces to the conversion and each one is different depending on the compliance requirements for the city and what aspects of the product they are using. It requires working with the clients, account managers, the programmers and the conversion manager to get the site up and running. People who like to be involved in all aspects of a project and enjoy building & creating something new, and seeing it come to fruition, will enjoy this job.

What we are looking for:

- Project Management skills to ensure timely implementation
 - Ability to manage multiple conversions at once
 - Time management & communication skills
- Solid software experience with MS Office, particularly Microsoft Excel
 - Familiar with vlookups, pivot tables, text to columns etc
- Ability to see relationships in data and visualize how to use data to build the MUNIREvs site
- Able to learn basic HTML
- Impeccable attention to detail
- Strong verbal and written communication skills and excellent customer service
- Someone who's comfortable with both working through data in excel and communicating with client
- Impeccable references a must
- Confidentiality Agreement Required
- BA/ BS degree in Accounting preferred but not required

This is a salaried position and may require more than 40 hours per week.

Benefits

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