



Software Quality Assurance Specialist

Company Overview:

MUNIRevs was founded with the simple intent of helping communities capture every dollar of revenue. We are doing this by building products that will disrupt the barriers to filing. Our products simplify the process for everyone, from the giant multistate filer to the smallest family business, we work with our municipal clients to help them seamlessly transition their technology and provide customization to meet each unique need.

The MUNIRevs solution is the heart of the product, built to provide a highly customizable option for any government to manage online forms for tax filing, licensing, and renewals. Our Single Filing Portal solution was built to accommodate the complexity of cross jurisdictional filing and allows businesses to file sales tax and submit a single payment across many locations. Our LODGINGRevs solution provides communities with the ability to track short term rental locations, and when combined with our MUNIRevs product, provides a full circle solution.

Job Overview:

As a QA Specialist, you will collaborate with our Support and Product Managers to help deliver our solutions on time and to contractual specifications. You will be responsible for building out test plans, providing internal documentation and training, and supporting our teams as our solutions are delivered. This is an evolving role. MUNIRevs is a quickly growing startup and your ability to embrace and encourage change will be the key to your success.

You must possess a passion for learning and a curiosity to dig in and understand the details. At your core, you enjoy spreadsheets and technical details, but are able to see all of this through the lens of our users. For this role, we are looking for someone with proven experience of manual and exploratory testing of web applications.

This position reports to the MUNIRevs Support Manager and Product Manager positions and assists with all testing and documentation for all product lines.

Product Knowledge

This position will be able to understand the business case, user experience and expected outcomes for all new features of all product lines.

- Testing:
 - User and Business Registrations
 - XML filing uploads for Bulk Filers
 - Individual Business Excel Filing
 - Complex tax form calculations
 - Complex advanced accounting functionality
 - SFTP daily uploads via csv or XML
 - Reporting and Database validation
 - Every interaction traced end to end via the UI and SQL Database
- Regression Testing

- Compilation of a regression testing files and instructions
- Ability to quickly understand potentially affected areas and dependencies
- User Experience
 - Careful review of Instructions included throughout the system
 - Ability to craft and provide input on validation messaging
 - Ability to view the system as one of our many user types
 - Bulk Filing Businesses
 - Individual Businesses
 - Administrative Users of varied levels
- Documentation
 - Ability to craft internal help documentation and training materials
 - Ability to clearly document defects and testing results
- This position will work on all MUNIRevs product lines and features.
 - This will require a fast learning curve to be able to understand the business case, user experience and successful or failure items across all product lines and new features.
 - This position will be responsible for creating test files, or scenarios and also releasing user documentation for the various user groups.

Requirements:

1. Solid software application experience with the below or strong aptitude to quickly learn and effectively use:
 - a. MS Office, particularly Microsoft Excel
 - b. XML editors like BBEdit
 - c. Asana
 - d. Online interfaces (for our online ticketing system)
 - e. Ability to learn Dropbox
 - f. Zoom (for online demos and training with customers, as well as internal meetings)
 - g. Database systems / data relationships
2. Understanding of data files and mapping such as XML files, Excel and impeccable attention to detail to ensure programming inputs and outputs are inspected and analyzed properly for programming iterations & client delivery.
3. Understanding of API's and API capabilities
4. SQL experience
5. Strong ability for both technical and user documentation.
6. Superb organizational skills with a strong ability to manage documents and task list
7. Ability to communicate, present and influence people at all levels of an organization, including programmers and technical business or agency users.
8. Ability to provide a dedicated, friendly and professional level of customer service to customers and their businesses to ensure long term customer relationships with MUNIRevs.
9. BA/ BS degree in technical or data related degree, preferred.

This is a salaried position and will require more than 40 hours per week. During product launch timelines, commitment to meet deadlines, including weekend, holiday or after hours work may be 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 jobs@munirevs.com.