

## **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 MUNIREvs 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 MUNIREvs Account Manager is the primary point of contact for MUNIREvs 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:

- Attend all meetings from Kick Off to Go Live
- Secondary contact / CC on all correspondence through implementation
- Write up "compliance / review" procedures for property review team
- Assist with site set up, including building workflows and notification templates
- Set up monthly notifications for clients using LODGINGRevs for vacation rental compliance
- Ongoing city contact after the implementation for all assigned clients
- Conducts ongoing training after the go live date for city staff
- Assist assigned customer in obtaining and realizing value in MUNIREvs system
- Help with Freshdesk ticketing system to answer property owner and business owner questions

### **What we are looking for:**

- Solid software experience with MS Office, particularly Microsoft Excel
- Impeccable attention to detail
- Strong verbal and written communication skills and excellent customer service
- Ability to multi-task and work well under pressure
- BA/ BS degree required
- Impeccable references a must
- Confidentiality Agreement Required

## **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.

MUNIREvs 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 [jobs@munirevs.com](mailto:jobs@munirevs.com)