



Software Quality Assurance Specialist

About MUNIREvs | LODGINGREvs:

Launched in 2011, MUNIREvs | LODGINGREvs is a cloud-based software company that automates the collection of sales, lodging and other tax payments for jurisdictions across the nation. We provide support to business users and jurisdiction users, helping to process millions in paperless revenues for our clients. We excel at providing stellar customer service and effective solutions.

Job Overview:

The MUNIREvs solution is the heart of our 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 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. The LODGINGREvs solution provides communities with the ability to track short-term rentals in their location and, when combined with MUNIREvs software, provides a full-circle solution.

As a QA Specialist, you will collaborate with our Single Filing Portal Product Manager 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 will be an evolving role; we are a highly successful, high growth startup and your ability to embrace and encourage change will be the key to your success

You must possess a love of learning and a curiosity to dig in and understand the details. At your core, you love 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 with manual and exploratory testing of web applications. This position reports to the MUNIREvs Single Filing Portal Product Manager position and assists with all testing and documentation for all product lines.

This is a salaried position and will require more than 40 hours/week. During product launch timelines, a commitment to meeting deadlines (including weekend, holiday or after-hours work) may be required.

Key Responsibilities:

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

- Single Filing Portal: The testing and documentation for this product will be the initial focus.
 - Testing:
 - User and Business Registrations
 - XML Filing Uploads for Bulk Filers
 - Individual Business Excel Filing

- Reporting and Database Validation
 - Every interaction traced end-to-end via the UI and SQL Database
- Regression Testing
 - Compilation of 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
- Following Single Filing Portal launches, this position will work on other MUNIRevs product lines/features.
 - This will require a fast learning curve to be able to understand the business case, user experience and success or failure of 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.

Qualifications:

- Solid software application experience or strong aptitude to quickly learn and effectively use:
 - MS Office, particularly Microsoft Excel
 - Adobe PDF Pro, Power Point/presentation software (for demo and training materials)
 - Online interfaces (for our online ticketing system and app)
 - Dropbox
 - Zoom (for online demos and training with customers, as well as internal meetings)
 - Database systems/data relationships
- 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 and client delivery.
- Understanding of APIs and API capabilities
- SQL experience
- Strong ability for both technical and user documentation
- Superb organizational skills with a strong ability to manage documents and task list
- Ability to communicate, present and influence people at all levels of an organization, including programmers and technical business or agency users
- 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
- BA/BS degree in technical or data related degree (*preferred*)
- Ability to maintain appropriate confidentiality (*confidentiality agreement required*)

Compensation:

The salary range for this position is \$55,000-\$70,000 (DOE).

Benefits:

Full-time employees working more than 30 hours per week with MUNIREvs | LODGINGREvs are eligible for the following benefits after 90 days of employment:

1. Paid Time Off (including Holidays, PTO, Sick Leave and Maternity/Paternity Leave)
2. Health Insurance for employees with option of employee-paid coverage for dependents
3. Contributing to the MUNIREvs | LODGINGREvs team and customer success in a rapidly expanding company within a high-growth industry.

MUNIREvs | 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.

Location:

Experienced remote professionals will be considered. We also have an office in Durango, CO.

How to Apply:

Please send a cover letter and resume to jobs@munirevs.com.

Equal Employment Opportunity:

MUNIREvs | LODGINGREvs is committed to preserving a company culture of inclusion and connectedness. As an equal opportunity employer, we strive to ensure that our place can be anyone's place. We hire great people with a wide variety of backgrounds because it makes our company stronger.

Our company celebrates the unique contributions that our employees and our customers bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, age, veteran's status, color, religion, disability, sexual orientation and beliefs. We thrive on diversity for the benefit of our employees, our products and our communities.