



Valta Realty
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Date: 10/29/2025

To: Yi Lin

Subject: Job Offer – Accounting & Revenue Manager

Dear Yi,

We are pleased to offer you the position of **Accounting & Revenue Manager** with Valta Realty, a growing property management company dedicated to maintaining the highest standards in short and mid-term rental care.

Responsibilities

Accounting & Financial Oversight

- Manage monthly financial reporting, including P&L, expense summary and owner statements for each property
- Oversee accounting operations such as accounts payable/receivable, bank reconciliations, and vendor payments
- Track operating costs (cleaning, supplies, repairs) to ensure budget adherence and profitability

Payroll & Contractor Management

- Process payroll and coordinate payments for part-time and contract workers.
- Prepare and file 1099 forms for all eligible contractors to ensure year-end tax compliance.

Revenue Manager

- Develop initial pricing for all new properties. Site visits are required for all new listings located in the urban area.
- Develop and execute comprehensive revenue management strategies, including dynamic pricing, revenue reporting, channel distribution, and listing optimization. **Initial site visits are required for all urban properties** to ensure data-driven and property-specific strategies.

- Update pricing and availability up to 4 times a week across all platforms based on comp data and property's characteristics.

https://docs.google.com/document/d/1dU9tmj0kLLM_luwiJ5q9Cyy-QseInDr9VlcPt49-oeE/edit?tab=t.0

- Deliver different types of reports including ADR (average daily rate), occupancy, revenue, comp etc. Below is an example.

<https://docs.google.com/spreadsheets/d/1w2XIhteJ1fXRbwLRInsRYgjXfQW4pM4j/edit?gid=858755262#gid=858755262>



- Identify the bottom 10% of underperformers and have monthly meetings to discuss listing improvement.

Process Improvement

- Evaluate and implement tools or automation to streamline workflows.
- Develop and document standard operating procedures (SOPs) for recurring tasks.
- Identify operational inefficiencies and propose data-driven solutions to increase productivity and reduce costs.

Offer Details

- **Start Date:** 11/1/2025
- **Employment Type:** 1099 Contractor
- **Compensation:** \$4,000/month
- **Schedule:** flexible schedule available for 4 meetings/week and at least 2 on-site meetings a month.
- **Payment Schedule:** Monthly, by the 7th of each month

Warm regards,

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