



# CULTIVATE

## Staff Accountant Boulder, CO

### OVERVIEW:

Cultivate is currently recruiting for a full time Staff Accountant, based out of Boulder, CO. The ideal candidate will be a team player who is able to work closely with the events, marketing, design, supplier relations, and sales teams. They will be self-directed, proactive, and ready to define and execute projects independently. This individual will need to be a detail oriented, organized, self-motivated problem solver.

### GENERAL RESPONSIBILITIES:

Maintain QuickBooks Online for all business functions including but not limited to the following:

- Enter bills from suppliers and reconcile against supplier statements
- Assist in supplier payments based on current cash flow trends
- Create and maintain products and services lists in QuickBooks
- Be a primary contact for Cultivate to suppliers on bookkeeping issues
- Create invoices for clients and complete all customer supplier forms to expedite payment
- Assist in collection of accounts receivable
- Manage company credit cards and properly categorize items within QuickBooks
- Reconcile bank and credit card accounts along with internal records
- Manage new hire setup for independent contractors and permanent employees
- Manage sales tax records and ensure proper payment based on individual state requirements
- Provide backup support to Purchasing and Supplier Relations
- Assist in month close process and identify inefficiencies or areas of improvement

### STAND OUT SKILLS

- Knowledge of accrual accounting
- Strong oral and written communication skills and willingness to ask questions
- Proficiency with MS Office software applications, specifically Excel
- Experience with QuickBooks Online and Google Suite preferred
- Ability to work in a team environment

**WHAT YOU NEED TO SUCCEED**

- Minimum of an accounting degree with 1-2 years of accounting experience
- Highly organized, very detail oriented self-starter with an ability to prioritize and meet deadlines
- Enjoys taking initiative to undertake or continue a task with a drive for thoroughness and accuracy

The above description reflects most duties assigned to the position. Please note, other responsibilities may be requested at any time.