



# CULTIVATE

## **Cultivate: Staff Accountant – Accounts Receivable Full-Time, Boulder, CO**

### **Overview**

Cultivate is currently recruiting for a full-time **Accounts Receivable 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, sales, merchandising and Artifact teams. They will be self-directed, proactive, and ready to define and execute projects independently. This position reports to the Accounting Manager.

### **What we need**

A detail-oriented, experienced accounts receivable accountant, who takes initiative and delivers each task thoroughly and accurately. A contributor of innovative ideas, challenging the status quo. Flexible personality, able to frequently adjust priorities and help the team out wherever needed. Organizational skills that near perfection. An innate ability to multitask with great precision and efficiency. Proven intelligence.

### **Who you need to be**

A motivated multi-tasker with a love for numbers. A scavenger always on the lookout for ways to improve processes. A quick learner who is willing to do the research to implement new processes and standards. An inquisitive person who knows when and what to ask. Driven to do great work regardless of the project and meet deadlines. A flexible, quick learner with the ability to follow step-by-step directions in some cases and, in other cases think outside of the box.

### **What you will do**

- Manage all aspects of accounts receivable - create invoices for clients and complete all customer supplier forms to expedite payment
- Manage collections of accounts receivable
- Post month end journal entries to properly account for revenue on an accrual basis
- Manage bank account, properly categorize items within QuickBooks, and deposit checks
- Reconcile all credit card accounts
- Enter and categorize freight reports in QuickBooks
- Manage sales tax records and ensure proper payment based on individual state requirements
- Reconcile the pre-paid gift card and deferred revenue accounts
- Update and maintain the 13-week cash flow reports



- Complete post-event reconciliations
- Assist with monthly event P&L analysis
- Prioritize and balance multiple tasks simultaneously
- Take accountability and ownership of projects from start to finish

### **Standout Skills**

- Experience with sales tax across multiple states
- A genius with numbers and a good sense of humor
- Experience with Basecamp and Hubspot
- Knowledge of the Incentive travel industry

### **Must Haves**

- Bachelor's degree (B.A.) from a four-year college or university
- Minimum of 1-2 years accounting experience
- Excellent organization skills
- Highly detail oriented
- Ability to work in a team environment
- Willingness to and understanding of when to ask questions
- Experience with QuickBooks Online, Excel, and Google Suite or similar software
- Strong oral and written communication skills

### **Compensation & Benefits**

- Competitive based upon experience
- Benefits including 401k (w/ 3% match) and insurance coverage

To apply, send your resume and cover letter to [Cassady@cultivatepcg.com](mailto:Cassady@cultivatepcg.com).

*(The above description reflects management's assignment of essential functions; it does not prescribe or restrict the task that may be assigned.)*