



**Cultivate: Revenue & Accounts Receivable Accountant**  
**Full-Time, Boulder, CO**

**Overview**

Cultivate is currently recruiting for a full-time Revenue 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 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 flexible, 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.

**General Responsibilities:**

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

- Create invoices for clients and complete all customer supplier forms to expedite payment
- Reconcile client redemption and calculate any necessary post-event invoice based on expenses incurred and product redeemed
- Manage collection and reconciliation of accounts receivable
- Update weekly cash flow reports based on collection efforts
- Post month end journal entries to properly account for deferred revenue
- Manage bank account transactions and posting to QuickBooks
- Properly categorize items within QuickBooks



- Manage sales tax records and ensure proper payment based on individual state requirements
- Assist with monthly event P&L analysis
- Assist with month close and account reconciliations as needed
- Assist in development of tools and systems to obtain and report on critical operational information

**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**

- 4-year accounting or finance degree required
- 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.