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Full-Time, Local

Staff Accountant

Company Overview

In 2010, Cultivate introduced a better way to gift that companies and recipients could benefit from: invite people to select a gift of their choice. Since then, our team of Gifting Experts has evolved the industry and become a trusted partner for a growing portfolio of Fortune 1000 clients like IBM, Verizon, Boeing, and Charles Schwab.

After a decade of successful On-site Gifting, we launched an all-in-one Online Gifting Platform designed to help companies deliver appreciation to people's inboxes while leveraging data, tech, and savvy tools to track and measure their Return On Appreciation. Now, we have a unique opportunity to offer a variety of gifting solutions to our existing clients, new markets, and the \$240B+ corporate gifting industry in the US.

As we head into our next decade of growth, Cultivate is recruiting across multiple teams and looking for innovative people to join our team and start-up environment that's backed by 12+ years of success. If you want to put your skills and talents to use helping companies create meaningful connections through gifting, and have the grit and determination to help further our company mission, we'd love to hear from you!

What We Need

Cultivate is currently recruiting a full-time, detail-oriented, experienced Staff Accountant. The right candidate for this role will take initiative, contribute innovative ideas, and show exceptional accuracy with all tasks. This role is responsible for financial recordkeeping, financial analysis, financial reporting, state tax preparation, financial audits, and maintaining the general ledger. As a member of Cultivate's Accounting team, this position will report directly to the Accounting Manager. The ideal candidate will be an effective communicator, showcase problem-solving skills, prioritize effectively, and demonstrate accuracy on completed projects.

What You Will Do

- Manage all client relations in regard to accounting requests, contracts, billing, and collaborate with the appropriate Business Development Manager
- Create invoices for clients and complete all customer supplier forms to expedite payment
- Reconcile client redemption and calculate any necessary post-event invoices based on expenses incurred and products redeemed
- Manage the AR Collections process.
- Assist the Accounting Manager in any month close, P&L, and/or margin analysis regarding programs
- Reconcile Supplier Rebate Calculations
- Reconcile Fixed Assets and Prepaid Assets
- Create and upload Incentive House Reports
- Manage monthly sales tax filings
- Lead the sales tax process and reconcile sales tax balance sheet accounts on a monthly basis
- Work with the Accounting Manager on department-wide projects
- Assist the Accounts Payable Specialist in properly booking all expenses for month close and client correspondence as well as report the statuses to the Accounting Manager

Must Haves

- 4-year accounting or finance degree is preferred but not required
- 3+ years of accounting experience
- Proficiency with MS Office software applications, specifically Excel
- 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
- Highest integrity and commitment to right/fair negotiations both internally and externally
- High level of professionalism
- Possess strong analytical skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills with a collaborative work style
- Committed to cross-departmental collaboration
- A demonstrated commitment to high professional, ethical standards
- Ability to problem-solve
- A willingness to travel to our Boulder office location once a week as needed

Standout Skills

- Being flexible and adaptable to changes in the business environment
- Committed to continuous learning and improvement
- Able to navigate social interactions with tact and diplomacy

Compensation and Benefits

- Annual salary of \$75k - \$80k, depending upon experience.

- Benefits include:
 - 401k Plan with a 4% employer match
 - Insurance plans (health, vision, and dental)
 - Employer contribution of \$250 to medical premium
 - Employee Assistance Program
 - Paid time off, including seasonal half-day Fridays
 - 9 paid holidays per year, including a floating holiday
 - Employee recognition programs
 - Referral bonus opportunities