

# CUVÉE

VENTURE BEYOND

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## Staff Accountant - Denver, Colorado

COMPANY OVERVIEW: Cuvée is a multi-faceted global travel experience company focused on the acquisition, development, management and rental of ultra-luxury resort residences. The company is based in Denver, Colorado and was founded in 2005. The Cuvée portfolio of homes can be viewed on the rental website – [www.Cuvée.com](http://www.Cuvée.com).

### Position Mission:

To ensure that bills, related payments, AR receipts, and cash transactions/fund transfers are recorded timely, completely and accurately to ensure up-to-date financial reporting, cash positions, and working capital reports are reviewable on a daily basis by management and that a timely monthly close is achievable (by 15th of each month).

### Desired Outcomes:

- ALL employee expense reports for the prior month are submitted by the 6th business day of each month and the account categorization, location, assigned departments, projects, and/or classes is 98% accurate
- Credit card accounts are reconciled by the 8th business day of the month.
- All AP bills received via email, mail or directly into the Bill.com inbox are reviewed, appropriately coded for accounts, locations, projects, departments and/or customers and assigned to the appropriate people for approval with 95% accuracy.
- Ensure invoices are paid on time by receipt of the above methods and/or by login into different accounts.
- Assist in creating and maintaining written AP policy and procedures, including but not limited to maintaining vendor login information.
- Assist in training other departments in cloud-based accounting tools.
- Respond (within 1 business day) inquiries from coworkers and outside parties.
- Complete Profit and Loss reconciliations at month-end.
- Monitor and track transaction volume.
- All cash transactions (A/P payments, A/R receipts, etc.) are recorded completely, on a timely basis (within 1 business day), and with 99% accuracy with appropriate supporting documentation.
- ALL bank accounts are reconciled by the 5th day of each month.

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Other responsibilities include: Managing cloud-based accounting tools Expensify and Bill.com to research and address syncing issues. PL reconciliations flux analysis, and helping create a foundation for accounting department.

## Core Competencies:

- Extremely detail oriented and organized
- Strong and proactive communicator
- Efficient
- Strong moral and ethical character
- Team player
- Proactive
- Persistent
- Enthusiastic
- Strong work ethic
- Open to constructive criticism
- High standards
- Sense of Urgency

## Experience & Skills:

- 2+ Years progressive experience
- Bachelor's degree in account a plus
- Self starter with ability to excel in a fast paced and customer oriented environment
- Great attention to detail required
- Sage Intacct or another advanced financial management system experience a plus
- Must be proficient in Microsoft Office suite
- Must be proficient in Excel
- Bill.com system experience a plus
- Expensify system experience a plus

Qualified candidates should email resumes to Sarah Adams / [sarah@cuvee.com](mailto:sarah@cuvee.com).