



**About Elements:**

We are placemakers. Be part of a passionate team that creates places that inspire and energize our clients. Headquartered in Denver Colorado in the RiNo district and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our clients.

**Job Summary**

This position coordinates with all studios to ensure all employee expense reports, credit card payments, supplier invoices and administrative expenses are processed and paid in a timely manner.

**Required Skill Sets:**

- Daily input of vendor payables
- Review, reconcile and input employee expense reports
- Biweekly processing of employee expense reports
- Monthly reconciliation of vendor statements
- Work with the Accounting Manager to resolve any outstanding issues with Debit ACH's from the bank reconciliation
- Monthly reconciling and processing of AMEX charge
- Other duties as assigned

**Salary Range:**

\$45,000 to \$65,000 annually

**Employee Benefits & Perks**

- 3 Weeks of Paid Time Off for Full Time Employees, including paid time off to volunteer
- Employee Health, Dental, And Vision Insurance, including FSA and HSA programs
- Life and Disability Insurance
- 401K Plan, with access to Financial Planning & Financial Wellness Programs
- Subsidized Parking, Employee Recognition and Annual Award Programs
- Super FAC's, Annual Company Outings and Other Company Activities



- Dog Fridays, Employee Purchase Plan for Products, and a Variety of Flex Spaces to Support Work Style
- Fitness Room, Outdoor spaces and a Kegeerator / Wine in our Centralized Downtown Location