**Eco-Cycle Accounting Director**

**Boulder, CO**

**March 2025**

*Eco-Cycle, one of the oldest and largest nonprofit recyclers in the country and a pioneer in the Zero Waste movement,* *seeks an Accounting Director to oversee and conduct daily financial management of the organization from our Boulder headquarters.*

**Employee title:** Director of Accounting
**Employee Status:** Salaried, 40 hours/week with benefits

**Reports To:** Executive Director and Deputy Director\*

**Compensation:** $85,000–$100,000,depending upon experience, expertise

**POSITION DESCRIPTION**

Eco-Cycle’s Accounting Director is a full-time position that works closely with the Executive Director, Deputy Director, Department Directors, and Accounting Department staff to oversee the financial management and accounting of the organization. The Accounting Director conducts the day-to-day financial operations of the organization and supports and oversees AR and AP staff, creating a highly functional and collaborative financial team.

\*[*In the future, Eco-Cycle intends to hire a new part-time to full-time Controller to conduct financial forecasting, planning, and analysis for the organization, depending on the needs of the Accounting Department after the Accounting Director is hired; the Accounting Director would report to the Controller once hired.*]

**SPECIFIC RESPONSIBILITIES**

**Financial Management**

The Accounting Director is responsible for the day-to-day financial operation of the organization, including:

* Month-end and year-end closing;
* Preparing monthly financial reports for the Executive Director and Board of Directors, including balance sheets, profit and loss, and advanced cash flow analysis, and working with the Executive Director to provide financial overviews and presentations to the Board to address issues or concerns;
* Preparing monthly department financial reports for Department Directors to support them in managing their departments;
* Bi-weekly Payroll processing;
* Supporting annual budget preparation, working closely with the Executive Director and Department Directors, to ensure sufficient budget monitoring and adequate resources to achieve annual work plans;
* Supervising the full-time Accounts Payable staffer and part-time Accounts Receivable staffer;
* Managing checking and saving accounts, and monthly reconciliation of bank statements;
* Preparing journal entries such as payroll, payroll taxes, and investments;
* Maintaining fixed assets, depreciation, and investment schedules;
* Preparing 403(b) contributions to investment company, reconciling year-end 403(b) contributions and matching, and preparing a 403(b) report to complete Form 5500;
* Managing cash flow and general ledger reconciliation;
* Filing annual federal and state reports;
* Preparing for annual audit by compiling materials needed by the auditor;
* Serving as a liaison with external auditors, bankers, brokers;
* Completing sales tax reporting; and
* Working with accounting staff to upgrade/automate/improve accounting and financial reporting software and analysis tools as needed.

**HR Responsibilities**

The Accounting Director is also responsible for the day-to-day HR functions of the organization, including:

* Conducting annual reviews of organization's benefit and insurance programs to ensure coverage is adequate and cost effective;
* Managing employee benefits, including informing and counseling employees on their benefits (or possibly exploring contracting with an external firm to provide this function);
* Preparing HR paperwork, providing new hire orientation, and organizing/maintaining personnel records; and
* Acting as the primary company liaison with external agencies providing HR and employee benefits services, and liaising with an external insurance broker and ensuring legal compliance.

**QUALIFICATIONS & COMPETENCIES**

* Desire to work in a mission-driven organization
* Proficiency in finance and accounting skills generally, QuickBooks and Excel in particular, and familiarity with latest accounting software tools for analysis and reporting
* Strong knowledge of Generally Accepted Accounting Principles (GAAP)
* Ability to apply broad conceptual judgement to deal with complex accounting and finance issues
* Strong problem solving and analytical skills
* Strong management and supervisory skills, with proven track record in leading teams and collaborating across departments
* Knowledge of financial and nonprofit regulatory and IRS regulations
* Ability to communicate clearly and concisely with a focus on dissemination of information
* Familiarity with HR administration
* Job experience in above-listed competencies

# COMPENSATION & BENEFITS

This position is for 40 hours per week, generally from 9:00 am to 5:00 pm, generally in-person (with occasional flexibility regarding remote working). The compensation range is $85,000–$100,000 full-time equivalency per year, depending on experience and expertise, plus benefits.

Benefits include:

* **EcoPass** to ride local and regional buses and trains for free.
* **Paid time off**, including six paid holidays, plus two paid Personal Days offper year; accrued vacation starting at 20 days/year; accrued sick leave; and 2 weeks of full pay for maternity/paternity/adoption leave.
* **Health benefits**,beginning after 60 days, including health, dental, and vision; plus life insurance, short-term and long-term disability.
* **Retirement** **benefits,** beginning to accrue after one year, with a 403(b) retirement plan that Eco-Cycle will match up to 3%.

**TO APPLY:** Please submit a cover letter and résumé to recycle@ecocycle.org with “Accounting Director” in the subject heading. Applications will be accepted until the position is filled. No phone calls, please.

*Eco-Cycle is proud to be an Equal Opportunity Employer and workplace. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool to better serve our mission of bringing Zero Waste to all communities. We celebrate, support, and thrive on diversity and are committed to creating an inclusive environment for all employees and volunteers. Eco-Cycle prohibits discrimination and harassment of any kind. Eco-Cycle employment decisions are based on job requirements and individual qualifications, without regard to race, religion, color, national origin, gender, sexual orientation, gender identity and expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.*

