



Eco-Cycle Accounting Director

Boulder, CO

July 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

Compensation: \$95,000–\$110,000, 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 and financial planning of the organization and supports and oversees AR and AP staff, creating a highly functional and collaborative financial team.

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.
- 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 part-time Accounts Payable and Accounts Receivable staff;
- Overseeing contracted HR Administrator responsible for bi-weekly payroll processing, benefits administration, compliance, DEI reporting, workforce planning, employee relations, and other HR functions.
- 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.
- With support from the HR Administrator, 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 and sales tax reporting;
- Preparing for annual audit by compiling materials needed by the auditor.
- In coordination with HR Administrator, serving as a liaison with external auditors, bankers, brokers.

Financial Projects

The Accounting Director will also conduct, support and/or contract with third parties to accomplish additional financial goals, including:

- Upgrading Eco-Cycle's accounting software system and automating and improving other financial analysis tools as needed.
- Working with the Board Finance Committee, Executive Director and other Directors to conduct deeper financial analysis, business planning, and forecasting to help Eco-Cycle better reach its organizational goals and mission.

Additional Director Responsibilities

In addition, the Accounting Director is expected to fulfill basic Eco-Cycle department director responsibilities, including:

- Create and manage an annual departmental budget and work plan.
- Actively participate on Eco-Cycle's director team with 8 other directors, helping to lead company vision, policy, etc., and support other departments in accomplishing organizational goals.
- Participate in company-wide events and help integrate the accounting team into the overall organization.

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
- 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 \$95,000–\$110,000 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 off per 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, 403(b)** retirement plan with a 3% employer contribution from Eco-Cycle after one year of employment.

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.

P.O. Box 19006, Boulder, CO 80308 • 303.444.6634 • f: 303.444.6647 • www.ecocycle.org

A MEMBER OF COMMUNITY SHARES  OF COLORADO

Printed on 100% post-consumer recycled paper.