



Eco-Cycle Part-Time Accounts Receivable Specialist

Boulder, CO

September 2026

Eco-Cycle, one of the oldest and largest nonprofit recyclers in the country and a pioneer in the Zero Waste movement, seeks a part-time Accounts Receivable Specialist to support the accounting department at our Boulder headquarters.

Employee Title: Accounts Receivable Specialist

Employee Status: Hourly, 20–30 hours per week, in-person.

Reports To: Accounting Director

Compensation: The pay range for this position is between \$23.00–\$25.00 per hour, DOE. This range is an estimate based on potential employee qualifications.

POSITION DESCRIPTION

Eco-Cycle's part-time Accounts Receivable Specialist will:

- Support the company in optimizing our financial transactions and systems by performing reconciliation of payments and customer accounts.
- Communicate discrepancies to the supervisor, identify slow-paying customers, and recommend collection candidates.
- Strengthen and grow relationships with clients by communicating with customers regarding past-due accounts.
- Assist in streamlining the accounts receivable process by identifying areas for performance improvement.
- Exercise integrity and confidentiality in financial reporting.

SPECIFIC RESPONSIBILITIES

- Create and issue monthly invoices from QB (6–12 per month).
- Assist with generating/sending 450 monthly customer invoicing from Navusoft, to include portal uploads.
- Assist in producing monthly invoicing reports for posting in QB.
- Monitor AR email inbox, responding to payment/invoice inquiries.
- Maintain accounts receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared.
- Perform daily cash management duties, including the recording of bank deposits and posting (cash, checks, credit card and ACH payments) to the accounts receivable sub-ledger.
- Process rebates/create invoices for outbound material loads.
- Maintain trash tax accounting/reporting.
- Monitor and collect accounts receivable by contacting clients via telephone, email, and mail.
- Prepare analytical and ratio analyses relevant to A/R so the supervisor can gain a better understanding of how collection efforts are progressing.
- Assist with continued development of Navusoft functionality.

- Support other accounting team members; train as AP Coordinator backup.

QUALIFICATIONS & COMPETENCIES

- Understanding of basic general accepted accounting principles (GAAP) and general ledger.
- Superb time management and detail orientation.
- Proficiency with commonly used accounting software, e.g., QuickBooks Online.
- Adaptability to industry-specific software (Navusoft).
- Excellent attention to detail.
- Experience in accounts receivable (or accounts payable) with a minimum of 4–5 years of work experience.
- Self-motivated to complete tasks on a strict timeline.
- This is an in-person position, and remote work is not possible.

COMPENSATION & BENEFITS

The position is for 20–30 hours per week, generally between 9:00 am and 5:00 pm. Compensation range is \$23.00–\$25.00 per hour, depending on experience and expertise.

BENEFITS

- EcoPass to ride local and regional buses and trains for free.
- Paid time off, including five paid holidays, plus two paid Personal Days off per year; accrued vacation; accrued sick leave
- Health benefits, beginning after 30 days, including health, dental, and vision; plus Life insurance, and Short-Term and Long-Term disability, including parental leave.

TO APPLY: Please submit a cover letter and resume to etta@ecocycle.org with “Part-time Accounts Receivable Specialist” in the subject line. 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.