



Accounts Payable / Receivable Associate - Available Immediately

Full time, 40 hours a week

Waltham, MA (Greater Boston area)

About Preserve

Preserve is the leading maker of performance driven and stylish 100% recycled household products, including the Preserve toothbrush, razor, tableware, and the award-winning Preserve Kitchen line. Preserve is powered by the recycling efforts of individuals and companies collecting #5 plastic--such as yogurt cups and other common household containers--via Preserve's Gimme 5 program. The Gimme 5 program collects and transforms #5 plastics into new Preserve products; all recycling and manufacturing is done in the USA. Preserve empowers consumers to make everyday choices that are better for the earth while offering real solutions without compromise. Preserve's parent company, Recycline, was founded in 1996 to lead the way in mitigating the impacts of the industrial age and to offer innovative solutions for consumers and the earth.

Preserve products are available at over 7,000 retail locations nationwide, including all Whole Foods Market and Target stores and a variety of other retailers. For more information, visit www.preserveproducts.com.

Preserve is located in Waltham, MA, accessible by commuter rail, bus and the Charles River bike trail.

Job Description

Preserve seeks a hard-working, self-motivated associate to contribute to our team. This position will provide the opportunity to work on a diversity of projects all of which are essential to the operation and success of a small company.

Primary responsibilities include:

- Conducting data entry of payables and receivables
- Communicating with vendors and customers about receivables and payables
- Supporting cash flow management
- Helping to administer and track inventory
- Pulling reports from Quickbooks.
- Supporting the finance team with projects that support the company's financial management
- Serving on the team that is responsible for the order fulfillment process (including entering orders, preparing purchase orders to vendors, completing advanced shipment notifications, and communicating with retailers' shipping departments)
- Answering phones and responding to emails and other general inquiries
- Providing general administrative help and office management for our small office



Requirements

Qualifications:

- Accounting background is strongly preferred
- Prior experience with QuickBooks strongly preferred
- Attention to detail and pride in accuracy
- Excellent oral and written communication skills
- Ability to effectively prioritize projects and juggle priorities as needed
- Effective at working autonomously and collaboratively
- Problem solving skills
- Proven quantitative skills
- Strong Excel and Word skills are a MUST

The people we want to work with are:

- Team players with a positive, can-do attitude
- Interested in working for a small company with an entrepreneurial spirit
- Self-motivated with an ability to work well under pressure
- Committed to socially and environmentally responsible business practices
- Passionate about the Preserve brand and working toward our goal of bringing Preserve products to millions of households across America (and eventually the world!)

This position will provide the opportunity to work on a diversity of projects essential to the operation and success of a small company. It also provides a good “foot in the door” for an individual seeking to develop his/her skills in a growing environmental consumer products company. Creativity, independence and accountability are appreciated and encouraged.

Compensation: \$24,000 - \$30,000 depending on experience

To Apply:

1. Email us at hr@preserveproducts.com with the subject line “AP/AR”.
2. Attach your resume to the email.
3. Attach a cover letter that:
 - * Details why you are fit for this role
 - * Provides examples that demonstrate your qualifications

Please include your first and last name in each document’s file name e.g., Jane.Smith.resume.pdf
Please only submit PDF or MS Word attachments.
Incomplete submissions will not be reviewed. No phone calls please.