



Part Time Bookkeeper

Billerica, MA

ABOUT WALDEN

Walden is New England and New York's leading brand of sustainable, locally raised meat, distributed directly to thousands of households as well as wholesale channels. We are a growing 4-year old mission-driven startup 'making local work' by reinvigorating local agricultural economies, in support of healthier animals, soils, and communities. We are taking on many 'crazy' challenges - owning cattle, last mile delivery, our own fulfillment, balancing whole animal sales - all of which are complicated optimization problems that we are passionate about solving. If you like complicated problems and ambitious missions, we'd love to meet you.

YOUR ROLE

Walden is searching for a part time, 15 hour a week bookkeeper interested in learning, growing, and having fun with us. The applicant will be responsible for day-to-day payables and receivables management, period-end financial reporting, and inventory reconciliation, as well as completing larger projects within the finance team and broader company.

RESPONSIBILITIES

- Collect, manage, and report on data related to financial performance
- Payables and receivables management
- Monthly, quarterly, and year end financial statement reconciliation and reporting
- Weekly and monthly financial dashboards
- Assist other members of the team in day-to-day tasks

QUALIFICATIONS

- Extremely detail-oriented
- Willingness to get hands dirty and jump in to do whatever needs to get done
- Analytical and creative thinker
- Excellent communication skills, written & verbal

REQUIREMENTS

- BS degree or equivalent work experience
- 2-10+ years professional experience
- Comfortable working with numbers & proficiency in Excel
- Willingness to step outside of core roll and do what's required to deliver on the Company's mission

VALUED ATTRIBUTES AND SKILLS

- Experience with Xero, RJ Metrics, Stripe, and Square
- Accounting coursework and professional experience
- Passion for our mission and sustainable agriculture/food

If interested please send resume and cover letter to jobs@waldenlocalmeat.com