



Accounting Associate

Location: Highwood Dr, Tewksbury, MA

Schedule: Monday - Friday, 8am-4pm OR 8:30am-4:30pm OR 9am-5pm

Position Type: Full Time, Permanent

Compensation: \$18-21/hour depending on experience

Walden Local is excited to be rapidly growing (we doubled in size in 2020) and we're looking for the next member of our Finance team! You'll be directly supporting Walden's mission of "Making Local Work" through your day to day tasks. For example, ensuring our farmers and processors receive payments on time and tracking inventory costs so we can continue to grow the number of families eating local, sustainably-raised meat. You'll report to our Senior Accountant and will have opportunities to learn and grow your career through supporting broader Finance and company projects. If you're a team player and passionate about supporting high quality food and local farmers, we'd love to hear from you!

What You'll Do

- Manage accounts payable, including verifying and coding invoices, initiating wires and cutting checks
- Manage accounts receivable, including preparing deposits and handling collections
- Review, code and track documentation for credit cards
- Track inventory costs and revenue received through data entry into Excel spreadsheets
- Field questions from vendors and customers
- Assist other members of the team in day-to-day tasks and provide project support as needed

Who You Are

- 2+ years professional work experience in finance, accounting or administrative support
- Proficient in Microsoft Excel
- Comfortable working with numbers
- Extremely detail-oriented
- Flexible and willing to jump in to do whatever needs to get done
- Excellent written and verbal communication skills

Bonus Points if you have...

- Associate's or Bachelor's degree in Finance, Accounting or Business
- Experience with Xero, Stripe, and/or Square
- Passion for local and sustainable food and agriculture

Don't check all the boxes? Don't worry! We know that there is no such thing as a 'perfect' candidate. Walden Local is committed to building a team that brings passion for our mission and a diverse set of experiences and opinions. Feel welcomed to bring your whole and authentic self and please apply if this is a role you feel passionately about! We read cover letters and encourage you to share your unique experience and interest in this role and our mission.

What We Offer (all benefits start at 90 days unless otherwise noted below)

- Financial: pay rate aligned to experience, bonus plan, 401k (starting at 1 year)
- Health & Wellness: Medical & Dental Insurance, Paid Sick Days, Vacation Days (starting at 6 months), 7 Paid Holidays, Parental Leave, Volunteer Time Off
- The Fun Stuff: up to 5 lbs of free meat weekly, 25% off up to 2 Walden monthly meat subscription memberships, 25% discount at our Boston butcher shop, family-friendly annual company picnic

When You Join Walden...

You'll be Making Local Work - contributing to a mission-driven startup committed to growing local agriculture, in support of healthier communities, animals and land. Walden Local is New England and New York's leading brand of sustainable, locally-raised meat, connecting families with farmers by distributing grass-fed and pasture-raised meat directly to thousands of households across the Northeast. We believe in transparency, making decisions based on long-term impacts, doing ridiculous things for our members, and that the little things matter. We're building a diverse team that shares these passions.

We're proud to be an equal opportunity employer - and celebrate our employees' differences, including race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and Veteran status. Different makes us better.