



Part-Time Finance Associate

Aquacycl is a San Diego-based startup providing advanced technology solutions for the treatment of high-strength wastewater (www.aquacycl.com). The company has developed the BioElectrochemical Treatment Technology (BETT™) for use in packaged wastewater treatment plants that can treat industrial, agricultural and residential/municipal wastewater. Aquacycl provides wastewater management through cost-effective equipment rental and service across a wide range of customer applications.

Aquacycl is seeking a Finance Associate to work part-time as a part of a dynamic team (20-hours per week, 10-hours onsite). The Finance Associate will be responsible for AP/AR, Purchasing/Vendor Management, Payroll and Bookkeeping; and will work directly with the CEO and Aquacycl-contracted accounting firm for preparing year-end/quarterly tax payments and reports.

Responsibilities will include, but are not limited to:

- Maintaining a vendor database for all project and R&D purchases.
- Preparing and executing purchase orders.
- Executing employee reimbursements, employee payroll and vendor payments within specified terms, and verifying that payments are appropriately cost-coded and tracked in QuickBooks.
- Ensuring that all customer/partner payments are received according to specified contract/agreement terms, and that payment received are deposited, appropriately cost-coded and tracked in QuickBooks.
- Closing the books at the end-of every month and conducting a monthly finance review with the CEO.
- Conducting basic administrative tasks including filing, maintaining office/breakroom supplies, occasionally organizing/participating in team functions, and scheduling meetings.

Successful candidates must have expert knowledge of QuickBooks Online and Expensify; and proficiency with ADP payroll processes, DropBox, and Microsoft Office 365 software. The Finance Associate must possess excellent communication skills, outstanding organizational and time management skills, a high-level of initiative, ability to work with minimum supervision, flexibility to handle a variety of tasks, and be able to shift priorities quickly. Additionally, the successful candidate must have very strong interpersonal and relationship building skills and the ability to effectively interact with all levels of Aquacycl staff, vendors, and external partners across multiple physical locations.

Aquacycl provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.