

Internship Opportunity: Accounting/Finance/HR Intern

Company Description: recycOil is Colorado's premier used cooking oil recycling service. We're committed to recycling 100% of the oil we collect into high quality, domestically-produced biodiesel. recycOil believes in creating economic, social, and environmental value by "closing the loop" for regional and local food, fuel, and waste. recycOil recently launched SOURCE Local Foods, a new business venture that distributes all-local, natural, and organic produce, meats, cheeses, dairy, and more to restaurants and grocery stores along the front range. This is an excellent opportunity to join a high growth, local, and innovative company located in the heart of Boulder, CO. recycOil is looking for motivated, forward thinking individuals to join our team as an Accounting, Finance, HR, and Administration Intern.

Responsibilities include

- Accounts Payable and Accounts Receivable Management
- Customer and vender data maintenance
- Key market data management and filing
- Human Resource administration and file upkeep
- Federal, State, and Local Regulation compliance work
- Front office administration duties

Requirements:

- Strong math and analytical skills
- Ability to multi-task and work with dynamic team in high-speed / high-growth environment
- Must be reliable, organized, and detail oriented
- Excellent computer skills are a must, including MS Excel, Word, PowerPoint, as well as advanced internet & email capabilities
- Strong written and verbal communication skills
- Experience with Quickbooks Pro is a plus

Compensation

- This is a paid internship (\$10.00 an hour) that could likely grow into employment opportunity for a well-qualified and well-performing intern (after 3-6 month period)

Time Commitment

- 20-24 hours minimum – Flexible schedule available

Please send resume and cover letter to jlevin@recycOil.com