



**RMFI**  
ROCKY MOUNTAIN FIELD INSTITUTE

**Position title:** Finance and Operations Director

**Reports to:** Executive Director

**Status:** Full-time, exempt

**Salary:** \$75,000-\$85,000

**Benefits:** Health & dental insurance, Simple IRA, paid time off, sick leave, holidays, pro-deals

#### **ABOUT US:**

Rocky Mountain Field Institute (RMFI) was founded in 1982 and is a 501(c)(3) nonprofit environmental organization based in Colorado Springs, Colorado, dedicated to the conservation and stewardship of public lands in Southern Colorado. RMFI has an impact across Colorado and has grown to work in alpine and mountain terrains, watershed ecosystems, riparian zones and the local foothills. RMFI is committed to protecting and enhancing the ecological health of our land and water resources by completing projects focused on watershed restoration, forest health, and creating sustainable outdoor recreation opportunities. By prioritizing the involvement of community volunteers, RMFI envisions a world where our work fosters vibrant and healthy natural systems that are respected and cared for by the public.

#### **POSITION SUMMARY:**

The Finance and Operations Director (FOD) is a critical member of the senior leadership team and responsible for the management of all internal financial functions, over \$2 million in assets and duties necessary to ensure efficient operation of the organization and its programs. This position supervises all accounting and resource management functions of the organization including general accounting, accounts receivable, accounts payable, payroll and benefit administration, budgeting, forecasting, technology, office management, and resource and vehicle fleet management. The FOD is also responsible for organizing, coordinating and maintaining organizational assets, policies and procedures, and ensures efficient and organized administration of all documents, licenses, finances, and other functions requisite to the operations of a nonprofit organization.

#### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

##### **Finance (70%)**

- Manages a comprehensive financial system, producing and presenting accurate monthly, quarterly, and annual reports for the Board, senior leadership team and operations staff.
- Co-leads the \$2M annual budgeting process with the Executive Director (ED) and in collaboration with the senior leadership team and presents it to the Board of Directors.
- Partners with the ED on all aspects of the organization's fiscal endeavors.
- Oversees systems for auditing personnel expenditures while ensuring projects remain within budgetary limits or allotments.
- Monitors budgets and tracks expenditures within various grants and funds.

- Oversees all financial functions for the organization including, but not limited to reporting, budgeting, purchasing, and business insurances.
- Acts as the audit liaison, coordinating activities with its independent auditor to ensure the annual audit is completed smoothly and in a timely manner.
- Maintains and continuously improves the system of financial controls, including general accounting, investment accounting, tax compliance and planning, budgeting, and banking.
- Provides timely reviews of the organization's financial status and progress in its various programs and activities while ensuring the organization meets budget targets.
- Records, reconciles and balances monthly: bank statements, balance sheet, income statements (endowment, grant fund, gifts, investments), expenses, and donor database/accounting software.
- Collaborate with the fundraising team to support grant applications, donor relations, and fundraising events.
- Conducts monthly, quarterly, and annual period-end procedures and prepares related financial statements and reports.
- Processes all accounts payable including check disbursement and electronic payments.
- Ensures all federal, state, and local charitable registration obligations are met. Submits regular reports required by regulatory agencies.
- Oversees payroll, benefits, and annual benefit renewal.
- Maintains employee files in coordination with the ED.
- Manages new employee paperwork and assists with new employee orientation and onboarding.
- Support the Board of Directors by providing financial updates, reports, and information needed for decision-making.
- Attends board meetings and serves as a resource to board members.

#### **OPERATIONS (30%)**

- Directs building facility operations, including oversight of office rental policies, keys, alarm codes and procedures to ensure safe, efficient and consistent operations.
- Oversees all RMFI vehicles, drivers and related assets including their operation, conditions, policy compliance and overall performance.
- Ensures that all drivers are trained to use vehicles safely and properly, including; risk management protocols, safety standards, and reporting.
- Oversees an inventory system for issued technology devices, vehicles, other assets and the end-to-end lifecycle for such items.
- Maintains and administers vehicle licenses, registrations, fleet gas cards and insurance.
- Directs and oversees vehicle scheduling, inspections, maintenance and record keeping with support from program staff.
- Responsible for coordinating and maintaining RMFI technology (internet, hardware and software, phones, etc) in collaboration with Managed IT Service Provider.
- Identifies opportunities for growth and efficiency improvements.
- Other duties and tasks as assigned.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in accounting or related field, or equivalent work experience.
- A minimum of 5 years of accounting experience managing budgets exceeding \$1 million.
- Experience with budget forecasting and development, financial management, and accounting oversight.
- Demonstrated experience in State and Federal grant management.
- Basic understanding of various technologies, computers and vehicles.
- Proficiency in computer skills, including QuickBooks, Microsoft Office (Word, Excel, Outlook) and database management.
- Committed to equity, diversity, and inclusion.
- Valid driver's license.
- Pass pre-employment background check.

#### **DESIRED SKILLS**

- Previous experience in the nonprofit sector and a genuine passion for working in the environmental field.
- Self-starter who demonstrates the ability to take initiative, set goals, and achieve them both independently and cooperatively as a team member.
- Ensures RMFI core values (stewardship, integrity, community, inclusive, excellence) are always represented.
- Demonstrates passion and enthusiasm for RMFI's mission.
- Excellent people skills, a sense of humor, and a positive attitude are a must!

#### **PHYSICAL REQUIREMENTS**

- Ability to lift and move a minimum of 30 pounds on unlevel natural surfaces; stoop, bend, and stand for long periods of time.
- Operate a variety of standard office equipment that may require continuous and repetitive arm, hand, and eye movement.

#### **WORK SCHEDULE**

- This is a full-time (exempt) salaried position based in Colorado Springs, Colorado. To fully meet the job requirements some travel, evening, and weekend work is required.

#### **HOW TO APPLY**

The position is open until filled. Applicants should submit a cover letter, resume, list of three references and answers to the questions below (all as a single pdf) by e-mail to: [employment@rmfi.org](mailto:employment@rmfi.org) with the subject line: Finance and Operations Director. References will not be contacted unless you are selected for a final interview.

Please limit responses to no more than 250 words per question:

1. What about Rocky Mountain Field Institute's mission appeals to you and why does it matter?
2. Please describe your experience relevant to the position and why you would be a great fit.

*Rocky Mountain Field Institute is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status or any disability as provided in the Americans With Disabilities Act. Your application will be given every consideration, but its receipt does not imply that the applicant will be employed.*