RMBL
science. OUTSIDE.

Bookkeeper & Finance Operations Specialist (Full-time, 40 hours/week)

The Rocky Mountain Biological Laboratory, founded in 1928 as an independent nonprofit organization, is a biological field station located near Crested Butte, Colorado. Our primary mission is to advance the scientific understanding of nature that promotes informed stewardship of the Earth. RMBL provides scientists and students access to diverse habitats, research and education infrastructure, a collaborative and internationally recognized scientific community, and a broad base of knowledge about the ecology of mountain environments. A deeply understood place and supportive research community make it ideal for training the next generation of field scientists.

We seek a Bookkeeper & Finance Operations Specialist to join the RMBL Finance Team as we prepare for the next 100 years of science, education, and impact at one of the world's most prestigious field research stations. The role is essential to the accuracy and integrity of RMBL's financial records and the continued improvement of our financial systems and processes. Working closely with the Finance Director, the Bookkeeper will manage day-to-day bookkeeping, accounts payable and receivable, monthly bank and credit card reconciliations, payroll for up to 70 employees and independent contractors, and the recording of donor gifts and program payments.

The ideal candidate combines strong attention to detail with a process-improvement mindset: someone who can maintain accurate books while also noticing when a process is unnecessarily complicated, manual or time-consuming and who is interested in helping build a better way. is detail-oriented, mission-driven, and capable of working independently on simultaneous projects.

Responsibilities:

Reporting to the Finance Director, the responsibilities and duties include (but are not limited to) the following:

Bookkeeping & Reconciliations: Year round

- Perform daily and weekly bookkeeping in QuickBooks.
- Reconcile 7 bank accounts monthly with QuickBooks, identifying errors and making corrections to keep accounts accurate.
- Reconcile 10 credit cards monthly with QuickBooks, obtaining receipts and proper approvals for every charge and ensuring accurate filing of both.

Accounts Payable & Accounts Receivable

- Manage payables through QuickBooks and BILL.com, obtaining receipts and proper approvals for every charge and ensuring accurate filing of both.
- Accurately record all payments received, including RMBL fee payments, donor gifts, Youth Programs payments, conference payments, web donations and payments, and Store receipts.
- Process donor gifts and pledges in QuickBooks, ensuring correct designation of gifts.
- Create bank deposits, record all deposit data, and deliver deposits to the bank.

Payroll & Tax Reporting

- Process payroll using Paychex, ensuring proper payroll procedures and reporting for up to 70 employees and independent contractors.
- Run payroll reports for supervisors, run bi-monthly payroll reports, and allocate salaries and taxes to specific grants.
- Collect W-9s from contractors and prepare 1099s each January using Track1099.
- Add new staff to Paychex and train staff on correct use of the payroll system.

Systems, Process Improvement & Documentation – In conjunction with the Finance Director:

- Support the Finance Director with the transition to a new fiscal year.
- Regularly assess RMBL's accounting and financial processes and identify opportunities to improve efficiency, accuracy, internal controls and ease of use for staff.
- Research, recommend, and help implement technology and tools that streamline financial processes, including credit card and receipt management, accounts payable, expense reimbursement, payroll, electronic approvals, and other recurring workflows.

Store & Cash Management: Higher percentage of job during the summer months

- Process Square/Store receipts: count, record, and deposit cash, and reconcile credit card charges.
- Provide the Store with needed change daily, obtaining change from the bank.
- Oversee petty cash available for departments' use, issue cash banks, and collect all funds at the end of the season.

Human Resources & Administrative Support

- Create hourly contracts for seasonal employees and send them through DocuSign with the necessary tax forms.
- Other duties as assigned.

Knowledge and Skills

- Excellent computer skills, proficient with QuickBooks and MS Office applications (especially Excel); experience with Salesforce, BILL.com, Paychex, Track1099, Square, and DocuSign a plus.
- Solid understanding of bookkeeping principles, including accounts payable, accounts receivable, reconciliations, and payroll.
- Comfort with technology and curiosity about new tools and systems; able to learn new applications and help others use them effectively.
- Ability to evaluate existing processes, identify inefficiencies and develop practical improvements.
- Exceptional accuracy and attention to detail.

- Strong organizational and time management skills.
- Ability to handle confidential financial and personnel information with discretion.
- Excellent communication and interpersonal skills.
- Ability to work independently.
- Able to handle multiple deadlines and projects simultaneously.

Qualifications, Credentials, and Experience

- Degree in accounting, finance, business, or related subject area, or equivalent professional experience.
- Professional experience in bookkeeping, accounting, or a related field.
- Experience processing payroll, including year-end 1099 preparation.
- Nonprofit experience, including grant allocation and donor gift processing, a plus.
- Ideal candidates will be mission-driven, thrive in small organizations and detail oriented
- Ideal candidates enjoy working in a dynamic and fast-changing environment.

Compensation and Schedule

- Full-time, exempt. 40 hours/week beginning in 2027.
- The position is expected to be primarily in-person working at the RMBL offices. Remote work may be available when appropriate.
- $55,000–$65,000 per year. Final compensation will depend on qualifications, experience, and internal equity.
- Benefits include generous paid time off, paid holidays, meals while the dining hall is open (roughly June-September), the opportunity to fund retirement and flexible spending accounts, and in 2026 a taxable salary supplement.
- Anticipated start date between December 1, 2026 and January 1, 2027.

RMBL is an Equal Opportunity Employer

The Rocky Mountain Biological Laboratory, as a recipient of Federal financial assistance, is subject to the provisions of Title IX and the 1973 Rehabilitation Act. RMBL provides equal opportunity in science, education, and employment and prohibits discrimination and harassment on the basis of race (including hair texture and protective hairstyles), color, religion, creed, sex, pregnancy, sexual orientation, gender identity, gender expression, national origin, ancestry, age, disability, military or veteran status, genetic information, marital status, political affiliation, or any other status protected by applicable federal, state, or local law, in admissions, access to, treatment, or employment in the programs and activities it operates. Reasonable accommodations are available to applicants with disabilities upon request. RMBL is required to comply with all Federal and State Laws related to verifying employment eligibility. All new hires must complete Form I-9 and present acceptable documentation of identity and employment authorization within three

business days of their first day of work. Employees may choose which document or documents to present from the Form I-9 Lists of Acceptable Documents.

Timeframe for Filling the Position

Open until filled. Anticipated start date between December 1, 2026 and January 1, 2027.

To Apply

Please submit a letter of interest and resume to ben@rmbl.org For questions about the position, please contact the Finance Director, Ben Calvin, at the same email address.

Application period is open until 11/22/26 or until position is filled.