

Rocky Mountain Farmers Union
Accountant/Membership Database Manager

Location: Denver Tech Center

Position type: Full-Time

Compensation: \$70,000-\$75,000

Application Deadline: December 31, 2025

General Background:

Rocky Mountain Farmers Union (RMFU) is a grassroots organization of family farmers and ranchers in Colorado, New Mexico, and Wyoming with a 118-year history serving 14,000+ members and is a state chapter of National Farmers Union. RMFU works to advocate for its members, provide educational programs, and support cooperative development.

This position works with three interrelated entities:

1. Rocky Mountain Farmers Union (RMFU) – A membership-based advocacy organization representing farmers and ranchers, engaging in state and federal policy.
2. Farmers Union Service Association (FUSA) – A for-profit insurance agency that provides insurance products to communities, generating revenue to support RMFU operations.
3. Rocky Mountain Farmers Union Educational and Charitable Foundation (RMFU Foundation) – A 501(c)(3) foundation that delivers agricultural education and cooperative development programs and other special initiatives.

Position Summary:

The position manages the membership database in MemberClicks using Excel extensively. Processes customer invoices, cash receipts and accounts payable, assists with preparation of monthly financial statements and records FUSA commission checks and assists with registration for the RMFU Annual Convention.

Key Responsibilities:

Membership

- Manages and administers the membership database including maintenance of MemberClicks, data file management, queries, and generates reports as necessary to appropriate individuals.
- Processes membership information as it pertains to new memberships, membership renewals, and membership billings.
- Verifies insurance customers who receive a discount contingent on active membership, paid-in-full members.
- Organizes and assists with registration up to and at the RMFU annual convention that runs Thursday through Saturday the week before Thanksgiving.

Accounting

- Processes accounts payable, deposits and posts cash receipts
- Prepares invoices for RMFU and Foundation and follows-up on accounts receivable

- Maintains filing for RMFU and RMFU Foundation
- Maintains consistency in chart of accounts, customers, and vendor records
- Records and monitors unclaimed funds
- Processes and mails year-end 1099s
- Assists FUSA with recording commission checks
- Scans commission check backup and sends to agents
- Assists with month end journal entries and month end close
- Assists with annual audit
- Performs other duties as assigned

Qualifications:

- Proficient in all aspects of Excel. Database manipulation, importing and exporting, filtering, data validation, look-up tables, formulas, and functions
- Excellent written and verbal communication skills
- Excellent organizing and prioritizing skills
- Excellent problem solving
- Excellent people skills a must
- Ability to respond and adapt to changing environment
- Knowledge of accounting practices and generally accepted accounting principles
- Must be a self-starter and must be able to work independently
- Proficient in 10 key operations
- Proficient with Excel, Microsoft Word, and other Office 365 technology
- Ability to use general office equipment

Education

- College degree or equivalent work experience, with background in accounting and database management.

Experience

- Experience working with database management and administration.
- Accounting experience.
- Work experience in the not-for-profit sector is helpful.

Work location:

Hybrid schedule: 3 days in office/2 days remote

Compensation:

In addition to salary listed above, Health Insurance (Employer pays 90% for employee and 50% for dependents), Dental & Vision (Employer pays 100% for employee), Term Life & AD&D, Long Term Disability, Short Term Disability, Private Family Medical Leave Insurance, 401K match up to 3% and additional profit share, Flexible spending account, HSA, PTO, etc.

Application:

Send a cover letter and resume to Shelley Westphal, C.F.O. at swestphal@fusainsurance.com.