



THE CLIMATE REGISTRY

JOB ANNOUNCEMENT ACCOUNTING/OFFICE MANAGER

The Climate Registry (TCR) seeks a talented, hands-on Accounting/Office Manager to direct the organization's financial operations and manage its contracts and grants. The Accounting/Office Manager will report to the Executive Director. The position is based in Los Angeles, CA, and we have a hybrid work environment where we come to the office in downtown Los Angeles once a week, depending on workload.

The Climate Registry is a non-profit organization formed by U.S. states, Canadian provinces, and territories. TCR (1) offers reporting programs, tools and resources to help organizations measure, report, verify, and reduce their carbon footprints; (2) consults nationally and internationally on all aspects of GHG measurement, reporting, and verification; (3) provides a platform for showcasing sub-national climate leadership, such as at the annual UNFCCC COP and the annual Climate Leadership Conference and Climate Awards; and (4) spearheads game-changing initiatives, such as the Net-Zero Portal. TCR's vision is to make global warming history, and our mission is to empower our generation to reduce its carbon footprint. For more about TCR, visit www.theclimateregistry.org

PRIMARY RESPONSIBILITIES

As the Accounting/Office Manager, your main responsibilities include supervising all accounting functions, as well as operations and administrative duties. This encompasses accounting controls, timely preparation of monthly financial statements, administrative duties, annual budget development, financial forecasting, overseeing financial audits, and tax return preparation:

ACCOUNTING (45%)

- At least 5 years of non-profit accounting experience, including experience with foundation and government grants and budgeting & project management.
- Experience preparing/managing annual financial audits.
- Experience allocating staff time (14 staff) to contracts and grants.

- Proficient in QuickBooks Pro, Excel, and Microsoft office programs, as well as other accounting applications, is a plus.
- Documenting financial transaction details and monitoring the transactions
- Preparing and filing financial documents
- Processing accounts payable and accounts receivable
- Fact-checking accounting data
- Reconciling company accounts
- Processing payroll and tracking payroll data
- Assisting with tax payments and returns
- Managing the company's financial accounts, payroll, budget, cash receipts and financial assets
- Handling the company's transactions and debts and doing cash flow forecasting
- Performing the company's financial audits
- Following proper accounting procedures to reach financial objectives
- Monitoring and analyzing financial accounting data
- Creating financial reports based on data analysis for Finance Committee

OPERATIONS (35%)

- Manage all aspects of the day-to-day office operations. Duties include:
- Oversee building management issues.
- Manage the Registry's computer network and coordinate with necessary contractors.
- Manage personnel/benefits administration and time tracking.
- Responsible for procuring, maintaining, and troubleshooting all office equipment.
- Initiate office systems to increase efficiency.
- Human Resources & 401K
- Purchase office supplies and maintain vendor accounts.
- Manage Registry's mailing list and contact database.
- BoA Travel Awards

ADMINISTRATION (20%)

- Answer the Registry's main phone lines and direct calls appropriately.
- Respond to phone and email inquiries about the Registry's programs.
- Help coordinate meetings and Registry events, especially Board meetings and Annual Conference Updates
- Maintain Health, Dental, Vision, Liability and DOE insurance
- Assist with correspondence to the Registry's Board of Directors
- Maintain files associated with Registry participants.
- Provide general administrative assistance as necessary.

NECESSARY QUALIFICATIONS:

Ideal candidates will have the following qualifications:

- College or university degree

- At least 2 years of executive administrative experience
- Ability to multi-task and manage time well.
- Accounting/Bookkeeping experience
- Extreme proficiency with Microsoft Office software suite (Word, Excel, PowerPoint, Outlook, etc.), Adobe Acrobat, and internet search applications
- U.S. citizen or legal right to work in the U.S.

CHARACTERISTICS:

Ideal candidates will have the following characteristics:

- Team player
- Exceptional organizational, interpersonal, and communication skills
- Professional, friendly, and enthusiastic personality
- Self-starter with a proactive attitude who can anticipate needs.
- Knowledge of, and/or interest in, environmental issues relating to climate change is preferable.

COMPENSATION:

Salary commensurate with experience. Benefits available.

APPLICATION PROCESS:

The position is available immediately and is located in Los Angeles. All eligible applications will be considered. Unfortunately, due to the volume of responses received, we cannot respond to all applicants. If you do not hear from us, we wish you the best of luck in your employment search. Applications will be accepted until the position is filled.

Interested candidates should email the following documents to hr@theclimateregistry.org with the subject line "Accounting/Office Manager":

- Cover letter
- Resume

Applications will not be considered without a cover letter.

The Climate Registry provides equal employment opportunities to all employees and applicants 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. Under the federal Immigration Reform and Control Act, new employees must prove they are legally authorized to work in the United States.

The Climate Registry is an equal-opportunity employer.