



THE CLIMATE REGISTRY

Finance & Operations Manager Job Description May 2026

ABOUT THE CLIMATE REGISTRY

The Climate Registry (TCR) is a nonprofit organization backed by U.S. and Canadian subnational jurisdictions, with nearly 20 years of experience helping corporations, governments, nonprofits, and universities measure and manage their emissions, report credible data, and demonstrate climate leadership. TCR provides tools, guidance, and support for third-party verification and assurance to help organizations meet today's disclosure requirements and build trusted public records.

ABOUT THE ROLE

The Finance & Operations Manager is a dual-function role responsible for maintaining the organization's financial health while keeping day-to-day operations running smoothly. This position manages a \$2M+ annual budget across multiple revenue streams — including membership, events, grants, and contracts — while simultaneously overseeing office operations, technology systems, payroll, HR administration, and vendor/contractor management. If you are the right person for this role, you will bring both analytical precision and operational agility: detail-oriented enough to close clean books every month, and hands-on enough to solve a facility issue or onboard a new contractor without missing a beat. This position follows a hybrid work model, providing remote work flexibility with a requirement of at least one in-office day per week. The employee is also expected to participate in weekly staff meetings held in a hybrid format.

Function	Allocation	Focus
Finance Management	50%	Accounting, budgeting, grants, finance, audit & tax
Operations & Administration	30%	Office, technology, vendor & contractor management
Payroll	10%	Payroll processing, coding, and recordkeeping
HR Support	10%	Onboarding, offboarding, compliance, staff admin

Finance (50%)

Day-to-Day Accounting

- Manage all accounts receivable, accounts payable, and daily transactions using QuickBooks
- Ensure all financial activity is recorded accurately and on time
- Process and track employee expense reimbursements through Expensify
- Record and categorize event income and expenses in QuickBooks, capturing direct costs and staff time allocations
- Maintain QuickBooks organization, including class tracking, bill pay, and budget settings

Monthly Financial Management

- Close the books each month — reconcile accounts, review transactions, and produce clean monthly financial reports
- Track cash flow closely so the organization always knows its financial position
- Meet weekly with program managers to align financial tracking with program activity
- Lead monthly Finance Committee meetings to review reports and discuss financial performance;

Budgeting & Forecasting

- Build the annual operating budget each year with the Executive Director and the Board of Directors, including an update mid-year as needed
- Monitor actual spending and income monthly; flag and explain variances
- Keep financial forecasts current throughout the year, especially during tight cash flow periods
- Build and manage budgets for grants, contracts, and events — including first-time events without historical data
- Adjust contract budgets as project needs and deliverables shift

Grants & Contracts Finance

- Build grant budgets during the application process and manage spending throughout each grant period
- Prepare financial reports for funders at the close of each grant cycle
- Track staff and contractor time allocations across grants, contracts, and events — maintaining accurate hourly rates for reporting and compliance
- Ensure grant and contract spending remains within approved budgets and complies with funder requirements

Membership & Systems

- Responsibility for membership collections in collaboration with the Registry Services team, invoicing through Wild Apricot, and keeping QuickBooks in sync
- Coordinate the annual membership renewal process, including pricing updates, billing, and renewal communications
- Oversee vendor relationships for financial system integrations, including the Wild Apricot and QuickBooks data sync

Audit & Tax

- Manage the full annual audit cycle — prepare financial statements, respond to auditor requests, and meet the February submission deadline with audit closure by March

- Oversee 1099 preparation and filing in January
- Prepare and submit all tax documents by April for the 990 filing due in May
- Manage the relationship with the organization's external audit and tax firm

Operations & Administration (30%)

Office & Facilities

- Keep the office running day to day — manage supplies, logistics, and ensure the space is functional and welcoming
- Manage building access, safety training, and facility requests for staff and the organization's sublease partner
- Track and manage office equipment and ensure staff have what they need
- Lead office relocation projects if and when needed, including space selection, lease negotiation, and physical move coordination

Technology & Systems

- Manage all software subscriptions and ensure staff have appropriate system access
- Set up and enforce company-wide password management and multi-factor authentication (MFA) for all staff and contractors
- Coordinate with vendors on technology projects such as syncing the member database with Salesforce
- Research and implement new tools when needed, and train staff on how to use them

Contractor & Vendor Management

- Handle the full contractor process — draft contracts, obtain signatures, track renewals, and coordinate onboarding
- Use Adobe e-signature for all contractor documents and maintain a clean, organized process
- Review time tracking submissions from contractors and staff for accuracy
- Recognize contractors for birthdays and work anniversaries and maintain clear policies for long-term contractors

Compliance & Security

- Schedule and track compliance trainings for all staff and contractors
- Roll out and enforce the organization's cybersecurity policy
- Manage organizational insurance policies and handle certificate of insurance (COI) requests as needed

Grants & Contracts Tracking

- Track grant and contract deadlines and reporting calendars to ensure nothing falls through the cracks
- Keep grant and contract files organized and up to date on the shared workspace

Events Support

- Serve as the operational point of contact on event days — solve problems in real time
- Coordinate AV vendors, manage technical setup, and support presenter and workshop logistics
- Manage volunteer and staff assignments for event-day operations

Board of Directors Support

- Coordinate quarterly Board meetings — scheduling, logistics, and materials preparation
- Prepare Board Books and record official meeting minutes

Staff & Culture

- Run the staff recognition program — birthdays, work anniversaries, and milestone moments
- Plan and coordinate staff engagement events throughout the year
- Help build a workplace culture where people feel seen, supported, and informed

Payroll (10%)

- Process and manage payroll accurately and on time
- Coordinate with finance to ensure proper coding and recordkeeping for all payroll transactions
- Track and manage paid time off balances and payroll-related employee records
- Handle final pay processing during employee offboarding

HR Support (10%)

- Serve as the primary point of contact for day-to-day HR questions and staff needs
- Manage the employee onboarding process — from offer letter to first-day setup — ensuring new hires have system access, equipment, and orientation materials
- Track and maintain employee records, HR documentation, and ensure records are organized and compliant
- Support performance review cycles, maintaining timelines and ensuring managers have the tools they need
- Coordinate employee offboarding, including system access removal and equipment return
- Schedule and monitor compliance trainings for all staff

What We're Looking For

- 5–7 years of experience spanning finance/accounting AND operations or administration; nonprofit experience strongly preferred
- Proficiency in QuickBooks is required; experience with Wild Apricot, Expensify, Salesforce, Adobe Sign, and Excel is a strong plus
- Experience managing budgets across multiple funding sources including grants, contracts, membership, and events
- Familiarity with nonprofit financial requirements including 990 filings, annual audits, and funder financial reporting
- Experience processing payroll and supporting HR functions in a small to mid-size organization
- Comfortable presenting financial information clearly to non-finance audiences including board members and program staff
- Strong attention to detail with the ability to manage multiple deadlines simultaneously without things slipping
- A problem-solver who can build new processes, not just follow existing ones
- Bachelor of Science in a relevant field of Finance or Management
- CPA or nonprofit finance certification is a plus but not required

What Success Looks Like

The books are always current and accurate. Audits close on time. Funders get clean reports. Leadership always knows where the organization stands financially. Budgets are built thoughtfully and monitored consistently. The office runs smoothly, staff have what they need, contractors are onboarded cleanly, compliance boxes are checked, payroll goes out without issues, and the board is well-supported. When something unexpected comes up — a new contract, a cash flow crunch, a new funder requirement, or a facilities issue — you can handle it effectively and efficiently.

Compensation

TCR offers competitive compensation based on a structured pay scale, along with a comprehensive benefits package including health and dental insurance and retirement savings options. Salary details will be shared early in the interview process

APPLICATION PROCESS

The position is available immediately and located in Los Angeles County.

Interested candidates should email a cover letter and resume to hr@theclimateregistry.org with the subject line “Search: Finance & Operations Manager”. Applications without a cover letter will not be considered.

All complete applications will be reviewed and considered in the order they are received.

Interviews will be conducted virtually and in person. No travel or relocation assistance is available.

Once the position is filled, this posting will be removed from TCR’s website [<https://theclimateregistry.org/about/#careers>], and the application window will be closed. Please check our website to confirm its status.

Due to the volume of responses received, we are unable to respond to all applicants individually. If you do not hear from us within two weeks of submitting your application, it means that we have not shortlisted your application. We wish you the best of luck in your employment search.

Equal Opportunity Employer

We are an equal opportunity employer committed to building a diverse and inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or any other protected characteristic under applicable federal, state, or local law, including the California Fair Employment and Housing Act (FEHA). We encourage applicants of all backgrounds to apply.