



## **JOB ANNOUNCEMENT: Reserve Administrator, Climate Action Reserve**

**LOCATION:** Remote/Hybrid (negotiable). The Reserve is based in Los Angeles, California.

**ABOUT THE ORGANIZATION:** The Climate Action Reserve is an environmental nonprofit organization that promotes and fosters the reduction of greenhouse gas (GHG) emissions through credible market-based policies and solutions. A pioneer in carbon accounting, the Reserve serves as an approved Offset Project Registry (OPR) for the State of California's Cap-and-Trade Program and plays an integral role in supporting the issuance and administration of compliance offsets. The Reserve also establishes high quality standards for offset projects in the North American voluntary carbon market and operates a transparent, publicly accessible registry for carbon credits generated under its standards.

The Climate Action Reserve is a private 501(c)(3) nonprofit organization, headquartered in Los Angeles, California, with virtual offices around the U.S.

For more information, please visit [www.climateactionreserve.org](http://www.climateactionreserve.org).

**PRIMARY RESPONSIBILITIES:** The Reserve Administrator provides administrative services to the Reserve's reporting and verification program, and technical services and registry support to account holders. This position is considered a critical position within the Reserve, reporting to the Program Director.

More specifically, the Reserve Administrator responsibilities include the following tasks below. These duties should be seen as a starting point and will evolve over time based on interests and experience.

### ***RESERVE ADMINISTRATION (70%)***

- Account holder services: responding to emails and phone calls for general programmatic information, technical services, software, and account issues.
- Manage credit transactions and oversee registry functions in the Reserve's role as an Offset Project Registry under California's compliance offset program, including the management of credit cancellation for conversion to ARBOCs (California's term for its compliance offset credits).
- Liaise with project lead reviewers to update project status and phases in software – submittals, listing, registration, cancellation, and inactivation.
- Handle sensitive and confidential information in a responsible and secure manner.
- File management: download and archive project related documentation; update account holder contact information; work to improve and maintain upkeep of reporting functionality.
- Perform Know You Customer (KYC) process and research to approve new accounts.
- Manage account holder invoicing, including managing cash balances and past due invoices.
- Perform regular data analysis and produce internal reports regarding project and registry metrics for internal distribution.



- Work with the Program Director to maintain and update the Reserve's Internal Operating Procedures and User Guide.
- Update and maintain programmatic content on the Reserve's website.
- Work with Program Director on other administrative tasks as needed.

***SUPPORT MAINTENANCE & PERFORMANCE OF REGISTRY SOFTWARE (30%)***

- Manage internal registry software team, participating in regularly scheduled meetings with software partner team.
- Coordinate and develop software update schedules and priorities and perform user testing and software QA/QC.
- Manage internal and external access and security of the registry, in coordination with Program Director, including create new accounts and support ongoing access to the software.

**DESIRED COMPETENCIES:**

- Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
- Performs tasks with care; checks work to ensure accuracy and completeness. Makes few if any errors.
- Demonstrates understanding of strict confidentiality and security of sensitive financial data.
- Is committed to providing excellent service by showing an interest in and responding in a timely manner to our stakeholders' needs. Can describe our stakeholders' expectations.
- Uses sound methods to plan and track work, appointments, and commitments. Prioritizes tasks by importance and deadline, able to take prompt action to accomplish objectives.
- Discerns what is crucial from what is just urgent; adjusts priorities as situations change. Meets and exceeds deadlines.
- Demonstrates dependability with respect to attendance and following the Reserve's, policies, and procedures.

**REQUIREMENTS:**

- At least two years of education in finance, business management, computer science, or related field.
- Two years of work experience in relevant field.
- Experience or interest in working in climate change.
- Strong written and oral communication skills.
- Strong experience with Microsoft Office applications (Word, Excel, PowerPoint, etc.) and databases.
- Fluency in English, conversational/working fluency in Spanish required, complete fluency highly desirable.
- U.S. citizenship or legal right to work in the U.S. The Reserve is not able to sponsor work visas.



**SALARY & BENEFITS:** Competitive salary, commensurate with experience and skills. The Climate Action Reserve offers a generous and comprehensive benefits package.

**APPLICATIN PROCESS:** Interested candidates must submit the following information to [jobs@climateactionreserve.org](mailto:jobs@climateactionreserve.org):

- Cover letter
- CV / Resume

***The position is opened until filled. Incomplete applications will not be considered. Applications should be emailed to [jobs@climateactionreserve.org](mailto:jobs@climateactionreserve.org) with the header "Reserve Administrator".***

*The Climate Action Reserve is an equal opportunity employer. The Reserve does not discriminate on the basis of race, gender, ethnic origin, or any other classification protected by law, and encourages applications from all qualified individuals.*

*The Reserve is committed to an inclusive work environment that embraces and appreciates diversity. It supports fair treatment and equal opportunity for all Reserve staff, and respects and values the talents and contributions of all individuals.*