



Date: February 14, 2024
Job Title: **Specialist, Renewable & Regulatory Compliance**
Supervision: None
Reports to: Director, Renewable & Regulatory Compliance
Classification: Exempt, Full Time, Days, Monday through Friday, Core hours 7:30 – 4:00
Environment: Primarily office
Physical: Office work, Prolonged periods sitting at a desk and working on a computer.
SAFETY: MANDATORY UNCOMPRISING COMPLIANCE TO COMPANY SAFETY POLICIES
Competencies: Attention to Detail, Analyze Issues & Solve Problems, Acts with Integrity, Communication, Focus on Continued Improvement

The **Renewable and Regulatory Compliance Specialist** will play a key role in our operations to ensure compliance across all regulatory environments. This position demands experience in the renewable fuels market, and experience in helping businesses navigate dynamic regulatory environments in the service of commercial objectives.

Essential Responsibilities:

- Review supplier data to ensure it complies with various national and state programs.
- Manage sharing of compliance records from suppliers, and to buyers.
- Serve as the primary compliance representative with suppliers.
- Assist with the implementation of feedstock traceability and sustainability attribute management software (Veriflux) across the company.
- Assist with preparing reports for the purpose of sharing compliance data with external parties.
- Prepares and updates communication materials.
- In concert with the Director, Compliance stay up to date on regulatory requirements and implement operational processes to ensure compliance.
- Assists with training initiatives that inform stakeholders about compliance requirements.

Knowledge, Skills and Abilities to perform duties effectively:

- Working knowledge and experience with various national and state compliance programs, including EPA Renewable Fuels Standards (RFS), California's Low Carbon Fuel Standard (LCFS), Oregon's Clean Fuel Program, Washington's Clean Fuel Program and Canadian Clean Fuel Regulations.
- Knowledge of compliance requirements and governmental regulations.
- Strong interpersonal, communication and organization skills, with the ability to multi-task and prioritize work assignments within deadline constraints.
- Strong analytical and critical thinking skills
- Attention to detail.

Required Education & Experience

- Four-year degree in Accounting, Environmental Engineering, Data Analytics, or related field experience.
- 2+ years of work experience in compliance in the environmental or renewable energy industry.
- Proficiency in Microsoft Suite (Outlook, Word, Excel, PowerPoint) and strong Excel skills.