

## COMPLIANCE ASSOCIATE

The North Carolina Democratic Party (NCDP) is currently accepting applications for the position of Compliance Associate.

The Compliance Associate is responsible for managing receipts and expenditure for all of NCDP's accounts and ensuring NCDP remains compliant with state and federal campaign finance laws. They report directly to the Executive Director and will work closely with the Finance Director and Compliance Consultant.

### **Responsibilities Include:**

- I. ACCOUNTING
  - Enter receipts, expenditures, and payables into financial software
  - Deposit contributions into appropriate bank account
  - Issue checks to vendors
  - Process payroll and administer benefits
  - Implement proper document retention procedures
  - Maintain strong intern controls as set by management
  - Provide financial reports to management
  - Other duties as needed
- II. REPORTING
  - Review receipts for permissibility and limit
  - Review expenditures for permissibility and report classification
  - Enter data into reporting software (monetary and in-kind)
  - Review and cure missing address and employer/occupation information
  - Enter debts and reconcile financial data
  - Tag in-kind expenditures to corresponding candidate
  - Monitor contributor cycle-to-date limits
  - File timely reports with the State Board of Elections and Federal Elections Commission
  - Respond timely to requests for information from all government agencies (SBOE, FEC, IRS, NCDOR, NCDOL, etc.)
- III. MANAGEMENT OF GOODWIN HOUSE CALENDAR AND IN-HOUSE EVENTS

### **Qualifications and Skills:**

- Experience working with NGP/VAN and other customer relationship management platforms
- Experience working with Patton Data Processing or other reporting software
- Experience with data entry and database management

- Good time management skills and ability to manage multiple accounts simultaneously
- Ability to meet strict deadlines
- Attention to detail and great organization skills

Travel may be required, and the position requires possession of personal transportation.

Salary is commensurate with experience.

**To apply please send a cover letter, resume, writing sample (your discretion) and salary history to [jobs@ncdemocraticparty.org](mailto:jobs@ncdemocraticparty.org). Please only list the words “Compliance Associate Application” in the subject line. Applications improperly submitted will not be accepted. Position will remain open until filled.**

The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran’s status, sexual orientation, gender identify or gender expression.