

## **Compliance Director Job Description**

The Compliance Director is the staff member responsible for working with the Executive Director, the Treasurer, accountant, compliance consultant, Budget and Finance Committee and the FEC attorney to oversee all aspects of the MDP's compliance with applicable state and federal laws.

To that end, he or she will:

1. Review all receipts and expenditures
2. Identify all allocable expenses and calculate appropriate allocation
3. Review disclaimers on all state party materials
4. Maintain documentation of all financial activities
5. Assist the compliance consultant in preparing campaign finance reports filed with the Federal Elections Commission (FEC) and the Secretary of State in accordance with all applicable filing deadlines
6. Assist the Treasurer and the accountant in preparing other filings required by government agencies including but not limited to all taxes, employment insurance and
7. Create documentation to support the classifications of exempt/volunteer activities
8. Attend trainings and remain up-to-date with state and federal laws related to finance and compliance of the MDP
9. Provide compliance training to Democratic campaigns and committee members

**The Compliance Director will also be responsible for other administrative duties including but not limited to:**

- All fundraising and financial data entry
- Making and recording bank deposits
- Paying bills
- Reconciling bank statements with the NGP financial and reporting software
- Preparing reports requested by state party officers and/or committees
- Maintaining personnel records and other office files
- Managing the state party's bulk mail and business reply accounts
- Other general office management tasks as assigned

The MDP is a small organization and from time-to-time, all staff members are assigned additional duties outside their immediate areas of expertise. For example, the Compliance Director will be expected to support preparations for the state and national conventions and other party meetings and events. The Compliance Director reports to the Executive Director.

### **Key qualifications:**

Above all we're after talent, smarts (including social smarts), drive, initiative, and dedication.

- Strong analytical and communication skills.
- Experience with accounting, payroll, bookkeeping (knowledge of or ability to learn QuickBooks and NGP system required)
- Experience preparing budgets and reports
- Experience with general office equipment and procedures.
- Previous experience with campaign finance and compliance is a plus
- Education in accounting, finance or business is preferred
- Highly organized, able to handle multiple and competing priorities in a fast-paced environment
- Familiarity and comfort with election cycles/campaigns/politics a plus

### **Job elements:**

The primary goal of this position is the accurate and timely filing of campaign finance reports with the FEC as well as accurate accounting, bookkeeping and payroll. The ideal candidate for this position will have previous education, experience and knowledge to support these activities.

This is a full-time salaried position with additional benefits including a stipend for health insurance. Pay is commensurate with experience.