

Job Title: Auditing Assistant

Purpose:

This position is responsible for the administrative tasks related to campaign finance and provisional voting.

Minimum Education, Training and/or Experience: High School Diploma or GED, College graduate preferred. Customer service experience preferred.

Essential Functions of the positions:

- Perform audits of candidates' campaign finance reports to ensure compliance with state campaign finance and election laws
- Assist committees with compiling and amending reports
- Notify committees by mail and email of upcoming reports
- Perform research of provisional voting applications
- Data management of provisional voting and campaign finance reports
- Must be willing to become familiar with NC General Statutes Chapter 163
- Perform other related duties as assigned

Knowledge, Skills, Abilities:

- Strong research, critical thinking, organizational, and analytical skills
- Experience in Microsoft Word and Excel
- Ability to understand and follow oral and written instructions
- Ability to establish priorities and pass on information as needed
- Ability to speak clearly, and communicate effectively and professionally

Position Information:

This position is a temporary full-time position. Work hours will be between the hours of 8:00am to 7:30pm (8 hour shift), Monday – Friday, with additional hours as needed. Some overtime and occasional weekend hours are required.

Salary: \$15 an hour