Job Title: Auditing Technician

Purpose:
This position is responsible for the administrative tasks related to campaign finance.

Minimum Education, Training and/or Experience: High School Diploma or equivalent; Administrative or clerical experience preferred.

Essential Functions of the position:
• Conduct audits of candidates’ campaign finance reports to ensure compliance with state campaign finance and election laws
• Assist candidates and/or committee treasurers with compiling and amending reports
• Notify committees by mail and email of upcoming reports
• Data management of campaign finance reports
• Develop, improve, and maintain documents related to campaign finance
• 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
• Strong Microsoft Word and Excel skills
• 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 seasonal part-time position. Work hours will be between the hours of 8:00 a.m. to 5:00 p.m. (4–8-hour shift), Monday – Friday, with additional hours as needed. Some overtime and occasional weekend hours are required. Training will be provided.