

Finance and Compliance Manager

EMILY's List, the nation's largest resource for women in politics, is searching for a Finance and Compliance Manager to join our Finance and Compliance team. EMILY's List has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Principal Responsibilities

The principal responsibilities of the Finance and Compliance Manager are to work with the CFO to ensure EMILY's List meets all Federal and State filing requirements. The Finance and Compliance Manager will assist the CFO in dealing with compliance issues with recommended campaigns and will act as the primary liaison between EMILY's List and its receipt processing vendor. The Finance and Compliance Manager will oversee all accounts payable, reporting and earmarking/bundling processes. Finally, the Finance and Compliance Manager will stay abreast of all federal and state election regulations and serve as the main support to the CFO.

Specific Duties

- Ensure that all contributions are processed according to donor intent; oversee system of documentation for donor communication;
- Oversee, Vet and track all candidate contributions as necessary;
- Manage the compliance department's relationship with recommended campaigns.
- Work with campaigns to help with compliance issues, bank reconciliation, and FEC reporting. Serve as liaison to banks and merchant services providers to help campaigns open new bank accounts, merchant accounts, and web processing gateways;
- Manage candidate mailing process for the Finance and Compliance department.
- Track, reconcile and disburse earmark funds to endorsed candidates on a weekly basis;
- Oversee the distribution of candidate data to campaigns on a weekly basis;

- Prepare monthly FEC reports for review by the CFO;
- Prepare quarterly IRS reports for review by the CFO;
- Work with the Independent Expenditure team to track, pay and report all Independent Expenditures per Federal and State regulations;
- Prepare all state reports for review by CFO; ensure timeliness of all reporting;
- Maintain State and Federal Election filing calendar. Distribute filing deadline information to caging company and data entry staff to ensure proper filing requirements are being met;
- Manage Accounts Payable process and positive pay uploads;
- Review and track employee expense reporting on a monthly basis; including training, submission and approvals.
- Provide support to compliance assistant on daily job responsibilities, FEC regulations and act as backup for internal daily reporting;
- Act as a resource for compliance staff and interns to ensure compliance with federal and state election regulations;
- Be apprised of all possible changes in Federal and State election law effecting EMILY's List activities;
- Work with outside counsel, CPA, and CFO to legally establish new state and federal committees and open new bank accounts/merchant accounts in accordance with state and federal law;
- Coordinate with CFO to review and make recommendations to improve processes for deposits, web contributions, data entry, data transmissions to candidates, check requests, and cashiering;
- Assist the CFO in managing the finances of American Women;
- Provide support to CFO as needed.
- Perform other duties as assigned.

Qualifications

The ideal candidate must be detail oriented, proficient in MS Excel, Microsoft Dynamics Nav or other accounting software, and have 2-3 years' experience dealing with federal and state election laws and reporting requirements. Knowledge of Concur web platform and Raiser's Edge a plus. Commitment to the diversity of our candidates, membership, partners, and staff; as well as a commitment and passion to elect Pro-Choice Democratic Women is required.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to financejobs@emilyslist.org - subject line including your name and the job title. **No calls, please.**

EMILY's List prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment based on gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

EMILY's List is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.