

## **Finance and Compliance Assistant**

EMILY's List, the nation's largest resource for women in politics, is searching for a Finance and Compliance Assistant to join our Administration team. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have trained nearly 10,000 women to run and helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color - including every single Latina, African American, and Asian American Democratic congresswoman currently serving.

### **Principal Responsibilities**

The EMILY's List Finance and Compliance Assistant assists the administrative department with financial and compliance processes.

### **Specific Duties**

- Process and deposit all in-house contributions daily;
- Work with caging company and Development Department to ensure proper check processing;
- Verify contributions in the database;
- Import daily contribution data when needed;
- Prepare and send out return letters for donations that cannot be accepted;
- Prepare and distribute employee bills on a monthly basis;
- Prepare daily deposit logs to distribute to EMILY's List staff and recommended campaigns;
- Process candidate contributions and earmark checks as necessary;
- Act as point of contact for campaigns regarding earmarked and bundled contributions
- Manage the setup of merchant accounts and bank accounts for recommended campaigns;
- Prepare and send weekly earmark data files to all recommended campaigns;
- Vet all EMILY's List candidate and committee contribution requests;
- Assist in preparation of federal and state election reports as needed;
- Manage submission of monthly expense reports;
- Maintain paperless accounts payable system and review check requests for correct coding;

- Maintain contract folder and ensure contracts are up to date;
- Manage legal counsel office hours and keep track of internal requests;
- Oversee intern hiring and supervise compliance intern;
- Serve as lunch hour back-up and break relief for front desk as needed;
- Other duties as assigned.

## **Qualifications**

The Finance and Compliance Assistant must be detail oriented and proficient in Excel. Working knowledge of relational databases preferred by not required. Candidates must have a strong commitment to electing pro-choice Democratic women as well as a commitment to the diversity of our candidates, membership, partners, and staff.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to [financejobs@emilyslist.org](mailto:financejobs@emilyslist.org). - subject line "Finance and Compliance Assistant." **No calls, please.**

**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.**