



Democratic Legislative Campaign Committee

The Democratic Legislative Campaign Committee's mission is to win Democratic majorities and build Democratic power in state legislatures. The DLCC has been working with state legislative leaders for over two decades to invest strategically in state programs and rebuild the Democratic Party from the ground up. As the only organization focused exclusively on winning majorities and building Democratic power at the state legislative level, their 50-state operational blueprint and strategic, data-driven programs ensure that state Democrats have the training, staff, and resources they need to win.

Finance & Compliance Coordinator, or Manager

Be a part of the Operations team that is instrumental to DLCC taking back our state legislatures and—by winning crucial redistricting fights—remaking the U.S. Congress to re-enfranchise millions of voters and end the GOP-led gridlock that's obstructing progress.

Our task is no less than to teach a generation of voters about the central role their state legislatures play in their day-to-day lives, and in the shaping of the country.

This position will report to the Chief Operating Officer and is based in Washington, DC.

The Finance & Compliance Coordinator, or Manager, is expected to model the values of the DLCC:

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on Results

The Finance & Compliance Coordinator, or Manager, will be an essential member of the Operations team and will be primarily focused on income and expense processing functions. This person should love frequently spending their entire day processing financial information and be comfortable working with large data files in multiple software platforms.

Responsibilities include:

Expense Management

- Support processing of accounts payable for DLCC and related entities including tracking incoming invoices and recording debits in Quickbooks;

- Prepare monthly employee credit card program reports and record transactions in Quickbooks;
- Prepare and send out remittance letters for political contributions to various states;
- Evaluate and recommend how to improve these systems.

Income Management/Compliance

- Maintain incoming wire records and instructions for all DLCC affiliated bank accounts;
- Manage NGP VAN entry of credit card contributions (from ActBlue and other processors) daily;
- Prepare daily deposits for the DLCC and related entities;
- Prepare and distribute timely daily deposit logs that are distributed to key staff;
- Prepare and send out return letters for donations that cannot be accepted;
- Manage all Employer/Occupation information requests;
- Manage daily and weekly contributor files from direct mail, digital, and telemarketing vendors, including clean up, organization, and upload of contributor files; and
- Ensure NGP VAN data is clean and donor records are de-duplicated;
- Evaluate and recommend how to improve these systems.

Additional Responsibilities for a Manager title:

- Manage entry of all reportable expenses into NGP VAN;
- Generate regular aging, projections, and budget versus actual reports;
- Troubleshoot any filing questions or issues with compliance firm;
- Support Independent Expenditure team needs, including generating timely payments of vendor invoices and communicating reportable activities to compliance firm.

Expected Outcomes:

- Data entry is both timely and accurate.
- On site financial records are secure and organized.
- Analytic reports are regularly and timely generated upon request.
- Accountant Reconciliations find minimal errors with transactions and data entry.
- This person actively participates in strategic activities of operations team and provides valuable perspective for purposes of team decision making.
- Provides clear and transparent communications to all stakeholders.



Experience Required for Coordinator Title:

- A minimum of 2 years of experience using NGP Van, ActBlue, and Quickbooks software;
- Excellent computer skills, particularly with Microsoft Excel; Proven ability to learn new software applications;
- Exceptional attention to detail;
- Strong written, verbal, and interpersonal communication skills;
- Excellent diplomacy and tact; and
- Willingness to learn and ask questions.

Experience Required for Manager Title:

- A minimum of 5 years of experience using NGP Van, ActBlue, and Quickbooks software;
- Experience managing organization-wide financial projects involving multiple stakeholders;
- Excellent computer skills, particularly with Microsoft Excel; Proven ability to learn new software applications;
- Exceptional attention to detail;
- Strong written, verbal, and interpersonal communication skills;
- Excellent diplomacy and tact as well as demonstrated experience with confidential information; and
- Willingness to learn and ask questions.

Requirements:

The requirements, including but not limited to physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All DLCC employees must be able to operate a computer and use a cell phone. Many roles at the DLCC include business travel expectations, and most roles also require communicating with key external stakeholders of the organization in person, via the telephone, or via email.

Essential functions of the role of Finance & Compliance Coordinator, or Manager, include:

- Working from a computer for long periods of time;
- While performing the duties of this job, the employee may also frequently be required to communicate using the telephone, email, and in person with stakeholders; and



- This position has less than 5% travel expectations and is eligible for flexible work hour arrangements.

How to Apply:

Salary is commensurate with experience and qualifications. In addition, the DLCC offers a generous benefit package, including fully paid health/vision/dental insurance, an up to 6% retirement employer contribution, transit and FSA subsidies, and more.

Please submit a cover letter, resume, and three professional references to jobs@dlcc.org by December 21st. Please reference "Finance & Compliance Position" in the subject line. No calls please.

The DLCC is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

