Program Manager (Fair Elections)

General Job Information

JB SUMMARY

The Office of Campaign Finance (OCF), a nonpartisan, independent agency of the District of Columbia Government that enhances the role of District residents in elections. The primary focus of the Office of Campaign Finance is to administer and enforce the campaign finance Laws of the District of Columbia. The Fair Elections Program Manager assists in the administration of the Program to ensure public financing to campaign operations in the District of Columbia, including overseeing the development of an educational component for candidates, treasurers, and the public, and the timely audit and verification of qualified small dollar contributions for compliance with the requirements of the Fair Elections Amendment Act of 2018 to determine a candidate’s qualification to participate in the Program and receive public funding.

The incumbent of this position serves as the Fair Elections Program Manager of the Fair Elections Program Division (FEP) of the Office of Campaign Finance. The purpose of the position is to oversee the management of the Fair Elections Program.

QUALIFICATIONS & EDUCATION

- Bachelor’s Degree in Business or Accounting, Statistics, or other closely related field.
- A minimum of four (4) years of related experience
- Demonstrated experience and skills in managing financial audits.
- Expert knowledge of management principles, procedures, and techniques of analysis and evaluation.
- Mastery of management skill and experience in planning, organizing, directing and controlling programs.
- Experience in preparing and editing: audit work plans, audit documentation, audit findings, observations, briefings and financial audit reports.
- Demonstrated skill and experience in providing leadership in a managerial capacity, and the ability to effectively manage staff.
- Mastery of and skill in problem-solving, negotiation strategies, and project management.
- Skilled and ability to effectively manage staff.
- Experience in researching, interpreting and analyzing campaign finance legislation, regulations and procedures sufficient to develop audit program areas and scope.

LICENSURE & CERTIFICATION

None.

WORKING CONDITIONS/ENVIRONMENT

The majority of the work is performed in an office setting.

OTHER SIGNIFICANT FACTORS

None.

CONTACT INFORMATION

MSS At-Will Statement: Position s in the Management Supervisory Service (MSS) serve at the pleasure of the appointing authority and may be terminated at any time without cause.