



STATE OF NORTH CAROLINA
invites applications for the position of:

Campaign Finance Director

JOB CLASS TITLE: Program Manager I

POSITION NUMBER: 60088205

DEPARTMENT: State Board of Elections

DIVISION/SECTION: Campaign Finance

SALARY RANGE: \$56,046.00 - \$100,814.00 Annually

RECRUITMENT RANGE: \$56,046 - \$85,101

SALARY GRADE / SALARY GRADE EQUIVALENT: GN15

COMPETENCY LEVEL: Not Applicable

APPOINTMENT TYPE: Permanent Full-Time

WORK LOCATION: Wake County

OPENING DATE: 04/27/21

CLOSING DATE: 05/12/21 5:00 PM Eastern Time

DESCRIPTION OF WORK:

Max Salary: \$85,101

The N.C. State Board of Elections is the statewide agency that supervises elections administration, enforces campaign finance requirements, and conducts associated investigations. The State Board ensures uniform implementation of state and federal election laws and appoints local officials serving on county boards of elections. The Board is composed of five individuals appointed by the Governor from lists of nominees submitted by the chairs of the two political parties having the highest number of registered affiliates. Agency staff are civil servants subject to the State Personnel Act.

Primary Purpose of the Division:

The Campaign Finance Division is responsible for the administration of campaign finance disclosure, auditing, and the penalty process for non-compliance with laws and regulations. The division processes and audits all reports submitted at the state level, provides guidance and training to county boards of elections for county level filing, and ensures training is provided to committees as required by statute.

Primary Purpose of the Position:

The primary purpose of this position is to oversee the agency's administration of campaign finance disclosure, auditing, and the non-compliance process, supervise the program analysts and disclosure specialists, and develop processes, procedures, policies, and training for the laws and regulations for state and county campaign finance administration and for committee treasurers, candidates, and other regulated entities. This position works collaboratively with other agency divisions including Election Administration, Training & Outreach, Business Operations, Legal, and Investigations. The position works closely with the Associate General Counsel focused on campaign finance to ensure policies and procedures are legally compliant. This position works with legal and investigations to provide input on campaign finance investigations. It also provides recommendations on policies, advisory opinions, and investigations to the agency's executive director and board members as needed.

Description of Work:

Direct and supervise administration of campaign finance disclosure, auditing, and the non-compliance process. Develop processes, procedures, and policies for State and county campaign finance administration. Possesses in-depth knowledge of accounting practices, complex auditing processes, and campaign finance law and procedures.

Supervise campaign finance staff, ensuring training, accuracy, and adherence to standard operating procedures and program goals.

Provide guidance on investigations. Analyze, evaluate, and make recommendations to the agency's executive director and board members regarding campaign finance policies, advisory opinions, and investigations.

Work with the Training and Outreach Team to develop and deliver training for county directors, committee treasurers, candidates, and other regulated entities.

Work with the county boards of elections to support county level filing and auditing and ensure communication with county staff regarding non-compliant committees and other filers that file reports with the county board of elections.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

- Proficient knowledge of accounting practices and procedures as related to campaign finance administration.
- Thorough knowledge of and ability to interpret, apply, and communicate statutory regulations pertaining to campaign finance policies, statutes, and regulations.
- Ability to analyze, interpret, recommend, and implement campaign finance policy, processes, and procedural guidelines.
- Ability to plan, organize, and supervise the work of others.
- Ability to train and manage employees engaged in specific campaign finance programs and achieve program goals.
- Ability to develop and maintain effective working relationships with coworkers, multiple governmental agencies, county election officials, and the general public.
- Ability to convey information clearly and concisely either verbally or in writing to ensure that the intended audience understands the information.
- Ability to listen and respond appropriately to others.
- Ability to remain flexible to meet constantly changing and sometimes opposing demands.
- Ability to quickly learn new business concepts and processes.
- Ability to work independently and use sound judgment in making decisions.

- Ability to travel in-state, as needed.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree from an appropriately accredited institution and three (3) years of program experience related to the area of assignment, including one year of supervisory program experience; or an equivalent combination of training and experience.

SUPPLEMENTAL AND CONTACT INFORMATION:

****PLEASE SUBMIT YOUR APPLICATION ON-LINE USING THIS WEBSITE ****

All applicants must complete and submit a State application for employment using the NEOGOV Online Job Application System (<http://www.oshr.nc.gov/jobs/>) for the State of North Carolina. To receive credit for your work history and credentials, you must list the information on the online application form. Any information omitted from the application cannot be considered for qualifying credit. Attached or incorporated resumes (including Text Resumes on application form) WILL NOT be used for screening for qualifying credit. Please make sure you complete the application in full. "See Resume" or "See Attachment" will NOT be accepted. Other attachments (except a DD-214 copy) will also be accepted, but not used in screening for qualifying credit. Applicants are required to scan and attach a copy of their DD-214 (Form 4 or Certificate of Release or Discharge from Active Duty) or discharge orders if they wish to obtain Veteran's preference. Applicants may be subject to a criminal background check.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account and click "Application Status". It is not necessary to contact the Human Resources Office to check the status of an application.

If you are having technical issues submitting your application, please call the NEOGOV Help Line at **855-524-5627**. If there are any questions about this posting, other than your application status, please contact the Elections and Ethics Human Resources Office.

CONTACT INFORMATION

NC Board of Elections
Human Resources Management Office
430 N. Salisbury Street
Raleigh, NC 27603
Phone: 919-814-0700

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.oshr.nc.gov/jobs/index.html>

Position #60088205-04272021
CAMPAIGN FINANCE DIRECTOR
SC

NOTE: Apply to the department listed on posting.
An Equal Opportunity Employer, NC State Government

noreply@nc.gov

Campaign Finance Director Supplemental Questionnaire

- * 1. Does your application confirm that you have at least 3 years of experience in Campaign Finance or a closely related field?
 Yes No
- * 2. How many years of experience do you have working in election administration?
 None
 Less than a year
 1 - 3 years
 Over 3 years
- * 3. Please describe your approach to leading a team.
- * Required Question