

**Job Title:** Auditing Technician

**Purpose:**

This position is responsible for the administrative tasks related to campaign finance.

**Minimum Education, Training and/or Experience:** High School Diploma or equivalent; Administrative or clerical experience preferred.

**Essential Functions of the position:**

- Conduct audits of candidates' campaign finance reports to ensure compliance with state campaign finance and election laws
- Assist candidates and/or committee treasurers with compiling and amending reports
- Notify committees by mail and email of upcoming reports
- Data management of campaign finance reports
- Develop, improve, and maintain documents related to campaign finance
- Must be willing to become familiar with NC General Statutes Chapter 163
- Perform other related duties as assigned

**Knowledge, Skills, Abilities:**

- Strong research, critical thinking, organizational, and analytical skills
- Strong Microsoft Word and Excel skills
- Ability to understand and follow oral and written instructions
- Ability to establish priorities and pass on information as needed
- Ability to speak clearly, and communicate effectively and professionally

**Position Information:**

This position is a seasonal part-time position. Work hours will be between the hours of 8:00 a.m. to 5:00 p.m. (4–8-hour shift), Monday – Friday, with additional hours as needed. Some overtime and occasional weekend hours are required. Training will be provided.