



## **Michael Watson** SECRETARY OF STATE

### **Secretary of State's Office Charities Division Charities Review Officer**

- Prepare certified mail for the Division
- Look up certified mail delivery confirmations for legal cases bi-weekly
- Review and process charity renewal registrations for compliance
- Review and process charity trigger registration files for red flags and then refer to examiner for an examination
- Prepare correspondence to charities regarding registration filings
- Start the process of closing legal files by changing statuses in STAR, scanning Orders to the STAR filings and to be posted on the website, and organizing physical legal file.
- Answer questions via phone calls related to charity registrations, online filing system and assist filers with registration filings.
- Contact software developer when something is wrong with online system or a charity registration for a resolution
- Respond to charity customer service emails received daily
- Special projects as needed

### **Requirements:**

- Ability to become quickly familiar with the Charity Laws and regulations
- Ability to become quickly become familiar with Charity Online Filing System
- Ability to understand language in Internal Revenue Service Form 990
- Bookkeeping and/or accounting experience
- Experience working with Word, Excel, and other Microsoft applications
- Experience working with large databases; ability to quickly learn STAR database
- Ability to deal with confidential/sensitive data
- Ability to set priorities to accomplish heavy workload
- Ability to communicate effectively