



## **Michael Watson** SECRETARY OF STATE

### **Elections Division Campaign Finance Compliance Officer**

Primary job responsibility is to oversee the filing of Campaign Finance reports filed with the Elections Division. Responsibilities include but are not limited to: receiving reports, coordinating with candidates and other election officials, and developing and designing Campaign Finance documents.

#### **Responsibilities:**

- Serve as lead contact for Campaign Finance with Election Division
- Work with Assistant Secretary of State and Senior Attorney to ensure compliance of Campaign Finance laws.
- Answer inquiries from the public and elections staff regarding reporting Campaign Finance contributions and disbursements.
- Develop Campaign Finance reports.
- Maintain spreadsheets of reports.
- Maintain archived records.
- Follow-up with fine and delinquent notices.
- Answer Elections Hotline calls; record questions for response.
- Develop yearly Campaign Finance guide for the public and candidates.
- Special projects as assigned by Assistant Secretary of State.

#### **Requirements:**

- Must be proficient in Microsoft Office Suite (Word, Excel, Outlook, etc.)

#### **Preferred:**

- Knowledge of Campaign Finance laws & Judicial Cannon 5