



**Position:** Finance Assistant

**Employment Type:** Full-time until November 2023

**Location:** Richmond, Virginia

**Reports to:** Finance Director

**Start Date:** September 2022

**Responsibilities include (But Are Not Limited To):**

The finance assistant is responsible for inputting, reporting and maintaining accurate and up-to-date campaign and finance data. They will work closely with the Finance Director, relevant consultants and the Campaign Managers performing duties including:

- Preparing, posting and/or assisting with bank deposits
- Processing accounts payable invoices and issuing checks
- Maintaining donor designations excel worksheets
- Maintaining archive records
- Maintaining campaign software and database reporting system, as well as detailed and current knowledge of all donor data
- Ensuring that there is disciplined and correct use of campaign software in capturing and reporting data
- Prepare research on prospective donors and fundraising activity
- Conducting donor follow-up, including chase calls and thank you notes
- Performs other duties, projects and responsibilities, as assigned

**The Ideal Candidate Will Have:**

- 1+ cycles of campaign experience (can include volunteer or intern experience)
- Proficiency in Google Docs, Sheets, Calendar
- Proficiency in NGP/VAN
- Proficiency in ActBlue
- Experience staffing/working with candidates/elected officials
- Familiarity with Virginia's campaign finance laws
- Strong writing and communication skills
- Excited by learning, training and collaborating with the caucus campaign team
- Ability to prioritize and balance competing demands.
- Maintain a high degree of detail, integrity, discretion and confidentiality
- A commitment to building an inclusive and equitable team culture

**Salary/Benefits:**

- Salary is \$3,500/month
- PTO available as approved by the Executive Director
- Medical, dental and vision insurance premiums 100% covered by the Virginia Senate Democratic Caucus

**To apply, please email your resume, include two professional references and one writing sample to [info@vasenatedems.com](mailto:info@vasenatedems.com). In the subject line, include [FINANCE ASSISTANT].**

Resumes will be reviewed as they are received and selected candidates will be contacted for an interview on a rolling basis. *\*This Campaign is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, genetic information, protected veterans, marital or familial status, sexual orientation, gender identity or expression, disability status, criminal record information (except where permitted under applicable law), or any other category prohibited by local, state or federal law.\**