



DEMOCRATIC PARTY OF WISCONSIN

Please apply using [this link](#)

**Job Title:** Operations and Compliance Assistant

**Reports to:** Operations and Compliance Manager

**Salary:** \$38,000-\$45,000/year, plus generous benefits package

**Start date:** May/June 2021

**Location:** Madison, WI

**Application Deadline:** 5/24/2021

(Applications are considered on a rolling basis. Deadlines may be shortened or extended as necessary. There is no guarantee this posting will remain open until the deadline or be closed on the deadline. This is a suggested timeframe based on organization needs.)

**About The Democratic Party of Wisconsin:** The DPW is nationally recognized as one of the country's highest-performing and most pivotal political organizations. In the 2021-22 election cycle, DPW will drive a massive program to re-elect Governor Tony Evers, defeat Ron Johnson in order to ensure a Democratic US Senate majority, elect candidates up and down the ballot in spring and fall elections alike, and advocate on policy issues. DPW's work is grounded in inclusion, respect, and empowerment across race, gender, other dimensions of identity, and the rural/suburban/urban divide. Our work continues year-round, collaborating with partners to build a movement that delivers meaningful change for all Wisconsinites. We seek outstanding applicants who share our values and vision to join the team, help win elections, and build a future where everyone can thrive.

**The Opportunity:** As an Operations and Compliance Assistant, you will work with the Operations and Compliance Manager to support the needs of accounting and compliance at all levels. You will be primarily responsible for providing support with all DPW mail, including processing daily contributions and ensuring accurate data entry of contributions in our accounting software. You will also provide support with office management and inventory, keeping accurate track of data in both payables and receivables, and closely documenting all external communications. The position will be asked to work in person once the COVID-19 pandemic subsides.

**Job Responsibilities:**

- Coordinate the intake of all DPW mail and ensure all pieces are sent to the correct department including contributions, invoices, memberships, and more.
- Maintain accurate data of all contributions and expenditures in accounting software
- Ensure that income and expenditure processes are completed in a timely, accurate, and efficient manner.
- Responsible for coordinating and maintaining filing systems and records retention process
- Assist with office management as needed and prepare the office to support staff.
- Consult with management, providing accounting and compliance support as needed.
- Other duties as assigned.

**Qualifications (Required):**

- Growth Mindset - Ability to take and implement feedback.
- Relentlessly Goal Oriented - Enjoys working toward and achieving ambitious goals. Keeps calm in stressful situations. Has the capacity and willingness to work long hours during peak season, rolling up their sleeves and getting the work done.
- Cultural Competency - Able to build relationships and collaborate with colleagues, voters, and volunteers who identify as BIPOC and across lines of difference.
- Excellent Organizational Skills - Prior experience demonstrating the ability to prioritize and manage details to efficiently multitask.



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- Independent Work Skills - Demonstrated ability to work independently.
  - Managing Confidentiality - Has past experience managing confidential information with care.
  - Technical Proficiency - Strong proficiency in Google Suite and Microsoft Office.

**Qualifications (Preferred):**

- Communication Skills - Strong written, verbal, and interpersonal communication skills.
- NGP & Accounting Software Knowledge - Knowledge of and/or experience with NGP and campaign accounting software.
- Previous Administrative Work- Experience with clerical office work and organization.
- Knowledge of Basic Accounting/Finance Principals - Background in general accounting, financial management, and filing management.
- Access to Reliable Transportation.

**Benefits:** Great benefits including; health care, dental, vision, life insurance, short term and long-term disability, free BetterHelp virtual therapy, free Calm premium subscription, monthly cell phone stipend, 2 weeks paid vacation, 3 floating holidays, 9 paid holidays, plus more!

**Equity and Inclusion:** The Democratic Party of Wisconsin has a vision for a deeply inclusive and diverse party organization, membership, and electorate. In order to be successful at the Democratic Party of Wisconsin candidates must have the cultural competence to successfully work with a diverse array of constituency groups. We especially strongly encourage applicants with close ties to Black, Indigenous, AAPI, Latinx, Muslim, non-English-speaking, disability, and LGBTQ communities. The Democratic Party of Wisconsin is an Equal Opportunity Employer.