



BOARD OF ELECTIONS ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Campaign Finance Auditor
(**Unclassified**)

Salary: \$35,032.00

Department: Candidate & Petition Services
Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, Ohio 44115

Pay Range: 4

Reports To: Supervisor, CPS
Hours: 8:30 a.m. - 4:30 p.m.
Monday - Friday

REQUIREMENTS: High school diploma or equivalent and a minimum of three (3) years of related experience including operations processes or financial auditing; or an equivalent combination of education, training and experience. Must demonstrate command of Microsoft Office (Excel, Word including Mail Merging), proficiency in reading comprehension and math. Excellent interpersonal skills, which include effective verbal and written communication.

RESPONSIBILITIES: Conducts business in accordance with Federal Election Guidelines, the Ohio Revised Code, Policies and Procedures of the State of Ohio, HAVA, NVRA and the Cuyahoga County Board of Elections. Accepts, tracks, and audits campaign finance reports submitted by candidates and treasurers for compliance with applicable laws; verifies proper documentation for campaign finance activity; calculates and verifies the accuracy of the reports; documents inaccuracies, omissions, improper use of forms, inconsistencies and unlawful campaign finance activity. Prepares referrals and reports violations to the Ohio Elections Commission. Meets and/or corresponds with committee treasurers for the purpose of bringing financial reports into compliance; communicates necessary steps for compliance. Conducts administrative tasks including scanning documents and uploading them to the website, preparing receipts, updating charts, proofreading of documents. Files documents and reports; prepares folders for new committees; responds to public information requests; distributes mail; assists counter staff with petition filings and performs other assigned tasks. Ensures public information is recorded and appropriately filed in compliance with Federal, State and Local Guidelines. Ensures private information is recorded and safeguarded appropriately in compliance with Federal, State, and Local Guidelines. Assists the management team in researching information pertaining to the department. Assists with the early voting process. Performs all other duties assigned, delegated or required of the Campaign Finance Auditor as well as those prescribed by law.

APPLICATION PROCEDURE: Applications and resumes will on be accepted through our on-line process. Visit our website: www.443vote.com, click on the Employment tab and follow the prompts. Please note that you must complete a BOE on-line profile before you are able to apply for position at the Board of Elections. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Applications must be received by 4:30 pm - December 14, 2016

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department at (216) 443-3200. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

Equal Opportunity Employer - Smoke-free and Drug-free Workplace.
Visit our website: www.boe.cuyahogacounty.us