

PAC Outsourcing LLC, a team of campaign finance and election law professionals located in Alexandria, Virginia, is seeking a Political Compliance Assistant.

Responsibilities:

- Political compliance research supporting the firm's staff and clients
- Receipt processing, including currency and live checks
- Disbursement processing, including independent expenditures
- Database management and data entry
- Bank reconciliation
- Federal disclosure reports
- State disclosure reports

Requirements:

- United States citizen
- BA/BS in accounting, business, political science, or related field
- Professionalism and trustworthiness
- Time organization and time management
- Accounting principles, including the concept of manually balancing a checkbook
- Political system fluency
- Customer service experience
- Written communication, verbal communication
- Information tools, particularly Excel

Full-time at the physical office in Alexandria, Virginia - [www.pacout.com](http://www.pacout.com)

Salary plus comprehensive benefits package and paid time off

Business Casual

\$30,000.00 - \$35,000.00 starting annual salary

Interested candidates should submit a resume and cover letter to [jobs@pacout.com](mailto:jobs@pacout.com)