

## Specification for Class of

## POLITICAL FINANCE SPECIALIST 1

**Abolished Initially Effective January 13, 2006****Abolished Final Effective February 10, 2006**

Definition: Within the Public Disclosure Commission, under close supervision, advises, counsels and assists candidates, elected officials, committee treasurers and lobbyists in complying with the public disclosure law. Reviews records and reports and conducts audits and investigations to verify compliance.

Typical Work

Develops and maintain close working relationships with persons and organizations in assigned territory to promote maximum compliance with the law; identifies potential problem areas and outlines solutions;

Provides oral and written answers to questions arising from the public disclosure laws; refers obscure, complex and unusual questions to the team's Senior Political Finance Specialist for guidance and resolution;

Reviews filed reports for basic accuracy and completeness; seeks corrections of apparent errors and omissions;

Monitors filing history of persons and organizations in assigned territory; identifies filing delinquencies and seeks the missing report(s);

Reviews campaign finance reports, lobbying expenditure reports, and personal financial affairs statements for compliance with legal requirements; compares data with other reports available in the agency; where necessary obtains source documents from vendors, contributors, etc.; prepares written reports of findings and recommendations;

Assists Senior Political Finance Specialists in conducting comprehensive desk and field audits to verify compliance with the law; assists in preparation of written reports of findings and evidence for the Assistant Director;

Performs other work as required.

## Knowledge and Abilities

Knowledge of: political and governmental process; financial records or management of a political campaign or small business.

Ability to: communicate effectively orally and in writing with people having a variety of backgrounds; analyze reports required by the public disclosure law, exercise judgment in evaluating the relative importance of deficiencies and prepare summary reports of findings noted; maintain calm in stressful situations; learn and apply complex court decisions, Attorney General's opinions and interpretations to the law and explain these matters in layman's language to others.

## Minimum Qualifications

A Bachelor's degree which included at least ten semester or fifteen quarter hours of accounting or finance coursework and one year of experience in accounting, auditing or examining records

OR

A Bachelor's degree which included at least ten semester or fifteen quarter hours of accounting or finance coursework and two years experience serving as the treasurer for a county, state or national political party or a treasurer or manager of a non-profit organization,

OR

Four years of experience working for the Washington State Public Disclosure Commission

A Master's degree in business administration, finance, or accounting, or Certification as a Public Accountant will substitute for the required experience.

New class: 9-13-91

Revised minimum qualifications: 4-10-92

Revised salary, class code, definition, minimum qualifications:  
07/01/01