



## Accounting Assistant

Reports to: Operations Manager  
Works with: CRP staff, outside counsel and consultants  
Location: Sacramento  
Job Status: Full time  
Exempt

### About the California Republican Party

The California Republican Party (CRP) is the official organization of the ballot qualified Republican Party, and exercises general direction over the statewide election campaigns for Republican nominees for state elective office. The CRP's members are the registered Republican voters in California.

### Overview of Responsibilities

The Accounting Assistant will coordinate CRP financial records between various stakeholders. Reporting to the Operations Manager, the Assistant will work with the Controller and other staff and consultants to maintain financial accuracy in the CRP accounts. The Accounting Assistant will also be responsible for caging and will ensure accuracy of CRP revenue data, including data entry.

### Essential Duties

- Assist with caging of incoming donations, including:
  - Sorting, counting, and opening mail each day
  - Taking deposits to the bank
  - Handling BRE issues with the post office
  - Web decisioning of mail received in Lockbox
- Data entry
  - Entering all donations received in office into the CRP compliance database
  - Ensuring data accuracy, following data entry standards
  - Ensuring accurate data flow from Lockbox to compliance software
- Support staff in annual financial audit and any political reporting audits
- Other duties as assigned

### Preferred Capabilities

- Valid CA driver license and personal insurance
- Basic knowledge of QuickBooks (not required)
- Strong oral and written communication skills, including spreadsheets and databases
- Highly collaborative and perceptive, and shows prudent analysis in problem solving
- Ability to work independently and take direction; organizational skills to manage multiple projects, ability to work on tight and changing deadlines, and manage workload amongst various priorities and work projects
- Strong interpersonal skills
- Detail-oriented and organized
- Ability to maintain confidentiality of work
- Work is conducted in an office environment; job requires ability to work with office equipment, files, lift boxes and materials of up to 25 pounds