

Lehigh County Democratic Committee

Treasurer Job Description

The Lehigh County Democratic Committee Treasurer is the chief financial officer of the County Democratic Committee and is responsible for overseeing the organization's financial management, reporting, compliance, and fiscal integrity in accordance with Pennsylvania election law, party bylaws, and campaign finance regulations. Must be a registered Democrat in the Commonwealth of Pennsylvania and demonstrated commitment to Democratic values and voter engagement.

Primary Responsibilities

Financial Management

- Maintain accurate and complete financial records for the County Democratic Committee.
- Receive, deposit, and track contributions, dues, fundraising proceeds, and other income alongside other authorized account holders.
- Pay authorized expenses in a timely manner and maintain documentation for all disbursements.
- Monitor cash flow and maintain appropriate financial controls and safeguards.

Campaign Finance Compliance

- Ensure compliance with all applicable Pennsylvania campaign finance laws and reporting requirements.
- Prepare and file all required campaign finance reports with the appropriate state and county agencies by statutory deadlines.
- Maintain records of contributions and expenditures as required by law.
- Work with legal counsel, accountants, or compliance professionals when necessary or applicable.

Budgeting & Reporting

- Assist in developing the operating budgets in coordination with the Chair and the Executive Board
- Provide regular financial reports to the Executive Board and County Committee, including income, expenditures, account balances, and budget status.
- Advise leadership on financial planning and fiscal sustainability.

Fundraising Support

- Coordinate with the Chair, Finance Committee, and fundraising teams to track fundraising revenue and event expenses.
- Assist with donor recordkeeping and contribution tracking.
- Ensure proper handling and reporting of fundraising proceeds.

Organizational Responsibilities

- Serve as a member of the Executive Board or Executive Committee, if provided in the bylaws.
- Maintain confidentiality and professionalism regarding financial matters.
- Assist with audits, financial reviews, or transitions between officers.
- Transfer all financial records, accounts, passwords, and materials promptly at the conclusion of the term.

Qualifications

- Strong organizational and recordkeeping skills.
- Ability to handle confidential financial information responsibly.
- Familiarity with budgeting, bookkeeping, spreadsheets.
- Knowledge of Pennsylvania campaign finance laws and reporting requirements preferred.
- Ability to meet strict filing deadlines.
- Commitment to the mission and values of the Democratic Party.

Recommended Skills

- Attention to detail.
- Reliability and integrity.
- Communication and teamwork skills.
- Experience with nonprofit, political, or campaign finance operations is helpful but not required.

Accountability

The Treasurer is accountable to the County Democratic Committee and Executive Board and shall perform duties consistent with the county bylaws, the rules of the Pennsylvania Democratic Party, and applicable Pennsylvania election laws.

Time Commitment

- Attend County Committee and Executive Board meetings. 5 hours monthly.

- Additional time required during election cycles, fundraising events, and campaign finance filing periods. 10 – 20 hours.