

ACCOUNTANT / ADMINISTRATIVE EXPERT – 2017

COMPANY PROFILE

Cor Strategies is an innovative political solutions company founded in 2009 on the concept that the fields of politics, marketing, and technology could be fused to achieve superior results. We are now the largest center-right political consulting firm in Illinois, having worked with nearly 400 campaigns and 150 businesses and organizations.

POSITION DESCRIPTION

We are in need of assistance with administrative and accounting duties for Cor and several of our sister companies. Our books are current and in good order, but the work has grown too much to be done part time by members of the leadership team and is now in need of an individual's dedicated focus.

This individual would handle the company's books and financial accounts, ensuring the books continue to be kept in good order, client accounts are tracked, expenses are monitored, and financial accounts are maintained. They would track all paperwork needs, such as required filings and compliance measures, and ensure the companies remain in good standing. They would coordinate the signing and storage of client contracts, employee paperwork, and partner agreements. They would coordinate pricing for materials and services, track expenses, and conduct billing/invoicing. They would be in charge of accounts receivable, with support from the individual(s) managing each account, and would handle accounts payable, tracking current and upcoming expenditures. They may also be tasked with handling payroll for the companies as well as some of our campaign clients. They would work closely with leadership and provide regular reports on account status and the financial health of the companies. Should this individual be capable and willing, they may also be trained to assist with election financial disclosure at the state and/or federal level.

Individuals in this role must have a documented ability to manage accounts and finances. Attention to detail, a strong grasp of numbers, and expert skills in accounting software and Excel are absolute musts. The ideal candidate for this position is detailed, precise, accurate, direct, thorough, and focused. They must be knowledgeable but ready to research and learn when additional information or skills are required to accomplish a task. They must have the ability to multi-task and handle multiple responsibilities at the same time. They must embrace challenges and have the ability to set ambitious goals and deliver results. Candidates must hold right-of-center political beliefs and be located in (or able/willing to travel to) Chicagoland.



POSITION RESPONSIBILITIES

- Work directly with clients to invoice and collect payment, being supportive and direct as necessary.
- Keep a detailed accounting of all financial accounts, company finances, client accounts, profitability, costs, projections, accounts receivable & payable, and credit.
- Work directly with leadership to manage and track all finances and corporate information.
- Develop contracts as necessary, using language and templates already developed and in coordination (as necessary) with Cor's leadership and counsel. Coordinate the signing and storage of those contracts.
- Track all requirements and paperwork, ensuring the companies remain in good standing and current on all compliance and legal requirements.
- Track pricing for materials and services, monitor profitability, and work with leadership to adjust pricing as necessary.
- Coordinate employee paperwork and payroll, collecting and filing all necessary items and supporting employees as necessary. Potentially conduct payroll directly, including deposits, filings, and tax payments.
- Develop and fulfill a regular schedule of financial reports in coordination with leadership.

POSITION REQUIREMENTS

- Demonstrable Republican or conservative political experience in any U.S. jurisdiction
- Self-starter with ability to work independently and as part of a team
- Excellent attention to detail, understanding of GAAP accounting and finances, financial responsibility, and skills in accounting software (QuickBooks) and Microsoft Office (particularly Excel)
- Detailed, precise, accurate, direct, thorough, and focused
- A desire to learn and an interest in continued involvement in right-of-center politics
- Trustworthy and ability to respect confidentiality and work with discretion
- A strong commitment to Cor's mission, core values, and clients
- A passion for the opportunity and field as well as an interest in growing with an exciting firm
- Located in (or able/willing to travel to) the northwest suburbs of Chicago

POSITION COMPENSATION & BENEFITS

Compensation will be commensurate with experience and responsibilities. Cor provides healthcare and retirement benefits, a flexible work schedule, and rapid advancement opportunities.

TO APPLY

Send a cover letter, your resume, 3 references, and links to your social media profiles to Hub@CorStrategies.com. Phone calls will not be accepted.

