

Title: RPAC Accounting Manager
Reports to: Vice President, Public Policy and Legal Affairs
Employment Type: Full-Time (40 hours)
Location: Lansing, MI

JOB POSTING

Michigan Realtors® (MR), a non-profit organization, is a recognized public policy and legal advocate for private property rights and the real estate industry and the identified statewide resource for professional development, knowledge exchange, and business services. For more information, please visit www.mirealtors.com.

POSITION DESCRIPTION:

The Accounting Manager will be responsible for the day to day administration of the Realtor Political Action Committee (RPAC) activities. Primary duties include overseeing transaction data, RPAC accounting/reporting, campaign finance records, and other general accounting duties. This position will also be responsible for supporting fundraising efforts by developing procedures to assist in achieving annual fundraising goals. Coordinate all aspects of awards and recognition programs. This role will also oversee and ensure all RPAC events and efforts remain in compliance with all federal and state lobby laws.

PRIMARY RESPONSIBILITIES:

- Develop and execute RPAC fundraising strategies, campaigns and events, ensure compliance with state and federal election and lobbying laws. Additionally, this role will represent the association at related events.
- Develop and maintain relationships with key political fundraisers.
- Develop and execute marketing strategies and solicitation/authorization campaigns throughout the year to build awareness of and support for RPAC.
- Serve as liaison to RPAC Committee. Provide reports on RPAC activities, conduct bi-monthly meetings, and ensure the timely posting of meeting notices, minutes and agendas.
- Manage the RPAC donor database, maintain organized records of all RPAC receipts and disbursements, manage disbursement of all RPAC contributions, handle RPAC correspondence and produce internal RPAC reports and analyses.
- Ensure timely and accurate filing of FEC reports and lobbying disclosure reports at both the federal and state level.
- Ensure events maintain compliance with all federal and state lobby laws and memorandum.
- Monitor legislative, regulatory and business trends impacting the association.
- Meet National and State fundraising goals and ensure that the association meets the National Association of Realtors Core Standards advocacy compliance criteria annually.

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited university or equivalent experience.
- 2+ years of accounting experience, preferably in a nonprofit setting.
- Understanding of campaign finance laws and lobby regulations.

- Proficient with SAGE Accounting or other comparable accounting software.
- Exceptional Excel and MS Office skills.
- Solid grasp of the political environment and organizational structure.
- Outstanding communication and interpersonal skills.
- Highly organized with strong attention to detail.
- Accurate data entry skills.
- Flexibility to manage multiple projects.
- Ability to manage multiple projects.
- Ability to maintain confidentiality of sensitive information.

DESIRED QUALIFICATIONS:

- Experience with nonprofit accounting
- Experience with PAC accounting and reporting.
- Experience with Aristotle 360 political campaign software

WORK ENVIRONMENT:

- Travel out of town once or twice annually for two to four days
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and carry supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Ability to speak concisely and effectively communicate.
- Ability to view/enter data for long periods of time.

COMPENSATION & BENEFITS:

MR® offers a generous benefits package including; medical, dental, vision, life, and disability coverage; a 401(K) retirement program with employer match; vacation days, sick time, and paid holidays. Salary based on experience and qualifications.

TO APPLY:

Send cover letter, resume and salary requirements to hr@mirealtors.com, or by mail to Human Resources, 720 N. Washington Avenue, Lansing, MI 48906.