

TONY VARGAS FOR CONGRESS

Finance Assistant Job Opening

Tony Vargas for Congress is seeking a hard-working, disciplined Finance Assistant to join our finance team. The ideal candidate is ambitious, detail-oriented, and eager to learn and grow within a tight-knit team.

The Finance Assistant will work closely with the Finance Director on all aspects of the operation. This position is ideal for graduating college students or young professionals with an interest in electing Democrats to the House.

Duties and Responsibilities:

- Support the call time operation by: creating call lists, shadowing call time, completing donor follow up, and researching prospective donors.
- Track pledges and ensure pledge follow-up is completed in a timely fashion
- Provide support to the event planning program
- Manage thank you note program and ensure thank you notes are sent on time
- Complete NGP data management projects
- Meet all deadlines and ensure completed work is accurate
- Assist finance department with additional duties as needed

Qualifications:

- Passion about electing Democrats to Congress and keeping the House Democratic Majority.
- Strong organizational and time management skills
- Ability to balance and prioritize between multiple projects
- Excellent written and verbal communication skills
- Superior attention to detail
- Ability to work nights and weekends as needed
- Experience working with NGP and Numero preferred but not required

To apply, email a resume to jackson@vargasfornebraska.com with the subject line "Finance Assistant"

This position is based out of the Omaha, NE area. Applicant interviews will begin immediately. The salary range for this position is \$2,500 to \$3,500 a month.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.