

SHIMP FOR PRESIDENT 2028

CAMPAIGN TREASURER

CHIEF CAMPAIGN FINANCIAL & FEC COMPLIANCE OFFICER — DETAILED POSITION DESCRIPTION

Official Title	Campaign Treasurer
Department	Campaign Finance & Compliance
Reports To	Presidential Candidate and Chief of Staff
Employment	Full-Time, Senior Campaign Officer
Classification	Treasurer / Financial Compliance Officer
Annual Wage	\$ <u>\$120,000.00</u>
Primary Mission	Serve as the campaign committee's legally designated Treasurer and senior financial-compliance officer, safeguarding campaign funds, maintaining required records, supervising receipts and disbursements, and ensuring accurate and timely federal campaign-finance reporting.

Position Summary

The Campaign Treasurer is the campaign committee's legally designated financial officer and is responsible for overseeing compliance with the Federal Election Campaign Act, Federal Election Commission regulations, applicable reporting requirements, and the campaign's internal financial controls.

The Treasurer occupies a legally significant role. The campaign may not accept contributions or make expenditures while the office of Treasurer is vacant. The Treasurer is responsible for ensuring required reports and statements are complete, accurate, signed, and filed on time.

For campaign purposes, this position functions as the campaign's senior financial and FEC-compliance officer. The title does not imply any position within the United States Department of the Treasury.

Federal Election Commission Compliance

The Treasurer is responsible for understanding and administering the committee's federal campaign-finance reporting obligations, including the reporting schedule applicable to a presidential campaign committee.

The Treasurer will oversee preparation, review, certification, signing, and timely submission of required FEC reports, statements, amendments, notices, and supporting schedules using the filing method applicable to the committee.

The Treasurer must maintain awareness of filing deadlines and may not rely solely upon courtesy reminders from the FEC.

FEC Form 3P & Presidential Committee Reporting

The Treasurer will oversee the preparation and filing of the financial reports required of the presidential campaign committee, including Form 3P and applicable supporting schedules, amendments, and other required disclosures.

The Treasurer will reconcile reportable activity to campaign bank records and internal accounting records before submission and will establish a review process designed to identify omissions, duplicate entries, incorrect classifications, contribution issues, and unexplained discrepancies.

The Treasurer will preserve filing confirmations, validation records, copies of reports, correspondence, and supporting documentation as part of the committee's permanent compliance file.

Contributions & Receipts

The Treasurer will establish procedures for receiving, documenting, reviewing, depositing, and reporting campaign contributions and other receipts.

Receipts must be deposited into the committee's designated campaign depository within the period required by federal law. The Treasurer will ensure the campaign makes best efforts to obtain contributor information required for reporting.

The Treasurer will monitor contributions for applicable limits and prohibitions and establish procedures for resolving, redesignating, reattributing, refunding, or otherwise handling questionable contributions in accordance with applicable law.

Prohibited & Questionable Contributions

The Treasurer will maintain controls designed to prevent the knowing acceptance of prohibited contributions, including impermissible corporate treasury funds, prohibited labor-organization funds, federal-contractor contributions, foreign-national contributions, and contributions made in the name of another person.

Potentially impermissible or excessive contributions must be flagged promptly and handled according to FEC requirements. When necessary, the Treasurer will consult campaign counsel or seek authoritative FEC guidance before final disposition.

Banking & Depository Oversight

The Treasurer will supervise the campaign's designated bank accounts and financial depositories and maintain appropriate separation between campaign funds and personal, business, or other non-campaign funds.

The Treasurer will oversee bank reconciliations, deposits, transfers, authorized payment methods, check controls, electronic payment controls, account access, and documentation of financial transactions.

Bank statements and accounting records should be reviewed regularly so discrepancies, unauthorized transactions, duplicate charges, returned payments, and other irregularities can be identified promptly.

Expenditures & Disbursements

The Treasurer will authorize campaign expenditures or formally designate authorized agents as permitted by law and campaign policy.

The Treasurer will ensure disbursements are made through appropriate campaign accounts and are documented with sufficient information to establish the date, amount, payee, purpose, and other information necessary for accounting and FEC reporting.

The Treasurer will maintain appropriate controls for any petty-cash activity and ensure required written records are maintained.

Payroll & Personnel Financial Administration

The Treasurer will coordinate with campaign leadership, payroll providers, accountants, and legal advisers concerning payroll administration, compensation records, reimbursements, employer obligations, and financial documentation for campaign employees and contractors.

The Treasurer will ensure campaign payroll and personnel payments are properly authorized, recorded, reconciled, and incorporated into campaign financial reporting where required.

Tax preparation and employment-law determinations requiring specialized professional judgment should be handled in coordination with qualified tax, payroll, accounting, or legal professionals.

Budgeting & Cash Management

The Treasurer will work with the candidate, Chief of Staff, department directors, and fundraising leadership to maintain an operating budget and cash-flow projections.

The Treasurer will provide campaign leadership with reliable information concerning available cash, outstanding obligations, anticipated payroll, recurring expenses, fundraising receipts, major planned expenditures, and financial risks.

The Treasurer should establish approval thresholds and internal procedures appropriate to the size and complexity of the campaign.

Fundraising Financial Coordination

The Treasurer will coordinate with the campaign's fundraising operation to ensure contribution-processing procedures capture information necessary for legal compliance and reporting.

The Treasurer will not determine political fundraising strategy but will advise fundraising personnel concerning contribution limits, prohibited sources, documentation requirements, reporting obligations, and compliance concerns.

Fundraising personnel must promptly transmit contribution records and funds to the Treasurer or authorized financial staff according to established procedures.

Recordkeeping & Document Retention

The Treasurer will maintain or supervise complete records of receipts and disbursements from the beginning of committee operations and preserve records for the period required by federal law.

Records may include contribution records, donor information, deposit documentation, checks, invoices, receipts, contracts, payroll records, reimbursement documentation, bank statements, accounting ledgers, FEC reports, correspondence, and other financial support materials.

Campaign records containing sensitive financial or personal information must be maintained with appropriate access controls and confidentiality safeguards.

Internal Controls & Fraud Prevention

The Treasurer will establish reasonable internal financial controls designed to reduce the risk of unauthorized spending, theft, duplicate payments, misappropriation, inaccurate reporting, and improper access to campaign accounts.

Where staffing permits, the Treasurer should encourage separation of duties among authorization, payment processing, bookkeeping, reconciliation, and review functions.

Suspected theft, fraud, material accounting irregularities, or deliberate campaign-finance violations must be escalated promptly to appropriate campaign leadership and counsel and, where warranted, appropriate authorities.

Accounting & Reconciliation

The Treasurer will ensure the campaign maintains accurate accounting records and that those records reconcile to bank activity and FEC reports.

The Treasurer may supervise bookkeepers, accountants, finance assistants, or outside professional service providers, but delegation of administrative work does not eliminate the Treasurer's legal responsibility for duties assigned to the Treasurer under federal campaign-finance law.

Compliance Calendar & Deadlines

The Treasurer will maintain a master financial-compliance calendar covering FEC reporting deadlines, payroll deadlines, tax-related deadlines, recurring financial obligations, contract payment dates, and other material finance dates.

The Treasurer should establish internal preparation and review deadlines in advance of statutory filing deadlines so errors can be corrected before submission.

FEC Correspondence & Requests for Additional Information

The Treasurer will monitor official correspondence from the Federal Election Commission and coordinate timely responses to Requests for Additional Information, notices, filing issues, administrative matters, and other compliance communications.

Material FEC correspondence should be shared promptly with the candidate, Chief of Staff, and campaign counsel where appropriate, and copies should be maintained in the campaign's compliance records.

Assistant Treasurer & Continuity

The Treasurer will support the designation and training of an Assistant Treasurer where approved by campaign leadership and properly reported to the FEC.

The Assistant Treasurer should understand filing requirements and maintain appropriate access necessary to perform authorized duties if the Treasurer is temporarily unavailable or the office becomes vacant.

Changes involving the Treasurer or other information reported on the committee's Statement of Organization must be reported within applicable legal deadlines.

Campaign Counsel & Professional Coordination

The Treasurer will work closely with campaign counsel on complex contribution questions, enforcement matters, reporting interpretations, contracts, investigations, and other legal-compliance issues.

The Treasurer may also coordinate with qualified accountants, tax professionals, payroll providers, auditors, and financial institutions. Professional assistance supplements but does not automatically transfer statutory responsibilities assigned to the Treasurer.

Confidentiality & Financial Information Security

The Treasurer will have access to highly sensitive campaign information, including bank records, donor information, payroll, contracts, budgets, financial forecasts, payment credentials, and internal compliance matters.

The Treasurer must maintain strict confidentiality, limit access to sensitive information according to legitimate business need, and use reasonable safeguards for financial accounts, credentials, records, and electronic filing access.

Authority

The Treasurer has authority over the administration and compliance of campaign financial transactions within the responsibilities established by law and campaign policy.

The Treasurer may stop, delay, or escalate a proposed financial transaction when necessary to investigate a reasonable concern that the transaction could violate campaign-finance law, exceed authorization, lack adequate documentation, or expose the campaign to material compliance risk.

Major budgetary and political spending decisions remain subject to campaign leadership, but no campaign official may direct the Treasurer to knowingly file false information or knowingly process an unlawful transaction.

Treasurer Liability & Professional Standard

The Treasurer must understand that the position carries substantial legal responsibility. FEC enforcement matters commonly identify the committee's Treasurer in an official capacity, and circumstances involving knowing and willful violations or serious misconduct may create additional exposure.

The Treasurer is therefore expected to exercise diligence, maintain accurate records, ask questions when information is incomplete, document compliance decisions, and seek qualified guidance when a material issue cannot responsibly be resolved internally.

Minimum Qualifications

A strong candidate should have experience in campaign finance, accounting, bookkeeping, financial administration, compliance, banking, business finance, nonprofit finance, political-committee operations, or another closely related field.

The individual should demonstrate exceptional attention to detail, integrity, confidentiality, organizational ability, deadline management, financial literacy, computer proficiency, and the ability to work effectively with campaign leadership and professional advisers.

Formal accounting credentials are beneficial but are not necessarily required by the FEC for appointment as committee Treasurer.

Preferred Qualifications

Preferred qualifications may include prior federal campaign-finance experience; familiarity with FEC filing systems and presidential committee reporting; bookkeeping or accounting experience; payroll and budgeting experience; compliance-management experience; and demonstrated responsibility for high-trust financial operations.

Standard of Performance

Success in this position is measured by accurate and timely reporting, clean and reconcilable financial records, lawful contribution processing, disciplined spending controls, complete documentation, reliable financial information, prompt resolution of compliance issues, and responsible stewardship of campaign funds.

PROTECT CAMPAIGN FUNDS. MAINTAIN ACCURATE RECORDS. MEET EVERY DEADLINE. ENSURE COMPLIANCE. PROVIDE FINANCIAL ACCOUNTABILITY AT ALL TIMES.

Approved By: _____ Date: _____

Treasurer Acknowledgment: _____ Date: _____