



**Secretary of State's Office
Charities Division
Senior Charities Examiner**

- Conduct Examinations on Charities to determine compliance.
- (Review financial records, By-Laws, minutes, prepare spreadsheets from bank statements and credit cards, send reports and letters, and research past exams/violations of the charity).
- Prepare/mail Findings Letters outlining violations to charities once examination is conducted.
- Review exam responses for compliance with the charity laws. Make determination regarding closing file/exam, follow-up in writing or with a meeting, or refer to legal for administrative action.
- Keep all case files updated in the STAR database and examiner spreadsheet.
- Communicate with the public throughout the day taking complaint calls, or calls from Charities concerning the examination process and/or documents requests.
- Meet with the employees and members of the Board of each Charity organization to discuss violations, when necessary.
- Prepare for and testify in Court hearings when necessary.
- Meet with criminal agencies to discuss cases referred to that agency when necessary.
- Assist division Director with duties as needed
- Attend educational classes to stay current with fraud trends.

Skills Needed:

- At least 5 years of bookkeeping and/or accounting experience
- Supervisory / management experience
- Experience working with compliance/regulatory issues required
- Experience investigating or examining entities
- Experience with fraud investigations
- Extensive knowledge of Microsoft Office Excel
- Ability to become quickly familiar with the Charities Laws and regulations (prior knowledge a plus)
- Experience working with large databases
- Ability to multi-task as a daily routine
- Possess excellent organizational skills
- Ability to clearly communicate in writing
- Ability to communicate verbally with the public and staff
- Ability to work well with existing Team members
- Accurate typing and computer skills