

**THE AFRICAN METHODIST EPISCOPAL ZION CHURCH  
GENERAL OFFICER JOB DESCRIPTION**

**Chief Financial Officer**

**Position Title:**

Chief Financial Officer

**Classification**

Exempt

**Salary Grade/Level/Family/Range**

Determined by Connectional Budget Department's predefined range.

**Reports to**

Chairman of and Connectional Budget Board

**General Description:**

Summary/Objective

The Chief Financial Officer (CFO) is responsible for the management and general oversight of the fiscal affairs of the Denomination. The CFO serves as a member of the Central Management Team (CMT) and provides general advice and guidance to the fiscal affairs of the Church.

**Essential Functions:**

1. Receive and deposit in a bank of good reputation to the credit of the Connectional Budget Department all of the Connectional Budget and disbursement of same (serves as clearing house).
2. Responsible for financial planning and record keeping.
3. Keeps a separate as well as an aggregate account of connectional finances for each Annual Conference.
4. Reports to the Presiding Bishop at the sitting of each Annual Conference the amount of Connectional Budget received for the conference year.
5. Manage payroll for Connectional Claimants.
6. Audited financial reporting on a semi-annual basis to the Board of Bishops, annually to Connectional Council and quadrennial report to the General Conference.
7. Consultant to Site Commission for General Conference.
8. General Conference preparation.

**Qualifications and Competencies:**

**SPIRITUAL MATURITY AND VITALITY**

Must meet all the biblical qualifications for church leadership. They will need seasoned faith and maturity as demonstrated by many years of consistent and faithful Christian living and service.

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**PERSONAL MATURITY AND MINISTRY-CONGRUENT CHARACTER**

Must be emotionally healthy, resilient, constructive, and wise, demonstrating the personal qualities that mark strong leadership and durability. They will require strong interpersonal skills and should be recognized as a servant-leader, be outgoing and friendly.

**FAMILY ALIGNMENT**

It is essential that the General Officer be able to balance wisely the responsibilities of home and work.

**MINISTRY CALLING AND GIFTING**

Should be able to verbalize a sense of God-given calling to vocation. They must have gifts that are strategic to the fulfillment of the position description: leadership, administration, and teaching.

1. Detail oriented with a passion for figures
2. Minimum of 10 years' experience in upper management of an organization with a budget of at least \$2 million such as non-profit, small business, or mission directed company
3. Bachelor's Degree from an accredited college/university in Finance/Accounting or Business Administration.
4. Acceptable bond in the sum of \$1,000,000.00