

## American Baptist Churches USA

Join a vibrant ministry that is helping people  
serve as the Hands and Feet of Christ

*Treasurer / CFO*  
*Associate General Secretary for Finance*



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### Role and Responsibilities:

- Responsible for all facets of ABC/USA (Office of the General Secretary - OGS) financial activities including budgeting, reporting, accounting, investments, analysis and forecasting, cash flow and audits
- Provide oversight for banking, insurance and investment activities
- Work closely with the Budget Review Committee and the Executive Committee of the General Board to monitor and implement appropriate financial policies.
- Provide leadership and supervision for the following departments: Controller and Accounting, ABCIS (American Baptist Churches Information System), Traffic Services and an Administrative Assistant
- Serve as Treasurer of two related organizations: 588 Associates LLC and the American Baptist Computer Center
- Resource ABC Regions and Churches
- Represent OGS with affiliated organizations and committees

### Education and Experience:

- Bachelors degree with major in accounting with MBA and /or CPA preferred
- 5-10 years management experience in a non- profit or business environment
- Strong communication skills
- Ability to work in a multi-cultural environment
- Must be a member of an ABC Church

**Compensation:** Competitive compensation package including employer paid contributions to a 403b retirement plan, healthcare benefits (medical, dental & vision) and paid time off (vacation, sick leave and holidays).

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to:  
[jobs@abc-usa.org](mailto:jobs@abc-usa.org).

This posting will close on February 19, 2010.

*American Baptist Churches USA is an equal opportunity employer.*

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