

<i>TITLE:</i>	<i>Chief Financial Officer (CFO)/Treasurer</i>
<i>CLASS:</i>	<ul style="list-style-type: none"> • An AMA Executive Officer and nonvoting member of the Executive Council. • Volunteer position with an AMA budget for travel and business expenses. • Appointed by the Executive Council to a three-year term. Reports directly to and receives direction from the AMA President and AMA Executive Council.
<i>SUMMARY:</i>	<ul style="list-style-type: none"> • Primary responsibilities are to assist in developing and structuring financial plans for the organization. • Maintaining contact with brokers, investment bankers, and trust-department officials regarding AMA stock investments.
<i>RESPONSIBILITY:</i>	<ul style="list-style-type: none"> • Responsible for overseeing financial statements and to ensure that the budget is updated and accurate. • Keeping in close contact with banking officials regarding loan requests, negotiating interest rates, and general banking services. • Monitoring and dealing with AMA's stock market investments and dealing with all relevant individuals associated with AMA's investments. • Verifying and handling all tax-related matters associated with nonprofit organizations. • Providing annual fiscal reports to the membership, periodic fiscal reports (no less than quarterly) to the Executive Council, and oversight of the AMA Comptroller.
<i>ESSENTIAL FUNCTIONS:</i>	<ul style="list-style-type: none"> • Attendance and participation at quarterly Executive Council meetings. • Supervise budget preparation and financial planning for the organization. • Assist in structuring loan requests, negotiating interest rates, and managing other applicable bank services. • Anticipate cash shortfalls and have plans in place to cover those needs if they should occur. • Work with stockbrokers, investment bankers, and trust-department officials regularly regarding AMA's stock investments. • Be well-versed and able to evaluate all tax-related matters and codes for nonprofit organizations, including direct involvement in auditor selection. • Perform other duties and responsibilities as assigned.
<i>CREDENTIALS</i>	<ul style="list-style-type: none"> • Bachelor's Degree or higher in management or finance, or an equivalent area

AND EXPERIENCE:	<p>of study, and/or minimum 5 years work experience in finance, investment, or equivalent experience is required.</p> <ul style="list-style-type: none">• 501(c)3 and board of director experience preferred.• Aeromodeling experience is desired.
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Letters of interest and resumes should be emailed to CFOsearch@modelaircraft.org.