

President's Message

Howard L. Longballa, Director of Finance, Placentia

First, we all need to thank now Past President Zenda James for a job well done in 1997. The 1997 Annual Report is enclosed with this *Mini-News*. This report briefly summarizes the major accomplishments of all standing committees and special committees/projects. Some of the highlights for 1997 were (1) the start of the much-awaited CFO training program developed exclusively for CSMFO by the University of Southern California on Developing Financial Leadership Capacities for the 21st Century - two modules with 40+ finance professionals at each session were delivered; (2) creation of the CSMFO web page "www.csmfo.org" and; (3) the creation of the CSMFO e-mail mailing list "csmfo-members-list@csmfo.org."

Our 38th annual seminar was held February 22-24, 1998 in Newport Beach and was dedicated in memory of Susan Temple, Finance Director, Costa Mesa. We had another record-breaking attendance — 586 people; and by all accounts, despite the negativism of the "weather gods," the seminar was a huge success. No amount of appreciation could ever adequately express my gratitude to the seminar host committee for delivering such an excellent seminar:

Chair-**Dennis Danner**; Vice Chair-**Dick Kurth**; Seminar Coordinator-**Cathy Fisher**; Executive Assistant-**Maria Leah Tria**; Administrative Coordinator-**Travis Askey**; Hospitality Coordinators-**Elizabeth Fox** and **Cindy Pendleton**; Activities Coordinators-**Marc Davis** and **Carol Jacobs**; Program Coordinators-**Dave Bass** and **Julia James**; Sports Events-**Larry Hurst**; Resource Library-**Norm Lefmann**, CPE Program-**Rich Kikuchi**; and Room Monitor-**Peter Grant**.

**CAFR training
registration attached**

**Annual Report
enclosed**

The Board of Directors held their first meeting of the year on Saturday preceding the seminar. Some highlights include ratifying Tim Hansen's appointment to the Board for 1998 to fulfill President-Elect Mary Bradley's unexpired term; reports from all Standing Committees; progress/updates on 1998 goals; Policy and Procedures Manual

continued on page 3

What's inside ...

President's Message	1
GFOA Coming to San Francisco	2
How to Prepare an Award-Winning CAFR .	2
CAFR Award Winners	4
Budget Award Winners	4
Welcome New Members/Movin' On	5
Meetings	6
CSMFO E-mail Group List	6
Annual Seminar Survey Results	6
Up the Ladder	7
Members' Professional Services	9

Special Attachments:

Registration Form: How To Prepare an Award-Winning CAFR
CSMFO 1997 Annual Report

Be heard!

*Mini-News is
always seeking
input from all
CSMFO
members on
topics in any
department
section.*

*It's your
newsletter!*

California Society of Municipal Finance Officers

www.csmfo.org

Officers and Directors

President	Howard Longballa Placentia
President-Elect	Mary Bradley Sunnyvale
Past President	Zenda James Alameda
Directors	Tim Hansen, San Leandro Anita Bingham, Camarillo Bill Statler, San Luis Obispo Barbara Underwood, Solana Beach Harriet V. Commons, Fremont Karen Plover Brust, Gardena

Committees

Administration

Paula Chamberlain, Pomona
Gary Hill, Lancaster
Irwin Bornstein, Mission Viejo

Annual Seminar

Al Holliman, Vista
Tim Hansen, San Leandro
Stan Lindsay, Santa Rosa

Budgeting and Management Reporting

David Spilman, Petaluma
Anita Bingham, Camarillo
Monica T. Potter, Livermore

Career Development

Jerry Rogers, Riverside
Mark Prestwich, Sunnyvale
Bill Statler, San Luis Obispo

Cash Management

Ron Clark, La Verne
Bob Biery, Thousand Oaks

Intergovernmental Relations

Robert Torrez, Long Beach
Larry Schroeder, Lakewood
Kurt Hahn, Healdsburg

Professional and Technical Standards

Eunice Kramer, El Segundo
Genie Roberts, Temecula
Larry Hurst, Brea

Technology

Paul Arevalo, West Hollywood
Charles Dennis, Santa Monica
Robert C. Leland, Fairfield

GFOA Coming to San Francisco

Amy Chan, Asst. City Manager,
Sunnyvale

Get ready, California - the annual Government Finance Officers Association conference is coming to San Francisco June 28 - July 1, 1998.

This is the first GFOA conference in California in over a decade and the first in San Francisco in more than 20 years. Because San Francisco is such a desired travel spot, and since the conference is after schools are out, GFOA is expecting the biggest crowd ever - over 8,000 delegates, family members and associates.

To make the event a success, we need the financial help of our corporate friends. If your firm is interested in learning more about sponsorship opportunities, please contact Amy Chan at 408-730-7482.

The Volunteer Sub-committee is looking for more than 200 volunteers to assist delegates and guests in San Francisco from June 26 through July 1. If you're interested in serving as a volunteer, please contact Linda Torres at 415-554-GFOA.

Help us make California even more golden for our colleagues from throughout North America!

Upcoming Events

Annual Legislative Seminar
June 4, 1998

CMTA Annual Seminar
April 20-24, 1998
DoubleTree Inn, Sacramento

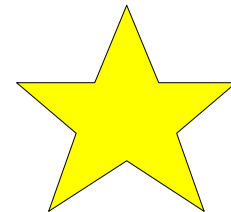
How to Prepare an Award-Winning CAFR

Larry Hurst, Director of Finance,
Brea

By popular demand, the Career Development Committee is once again offering a one-day training program titled "How to Prepare an Award-Winning CAFR." This excellent program will be offered at two locations: in the South at Temecula, Wednesday, May 27, 1998, and in the North at Monterey on Friday, May 29, 1998. Please see the attached flyer and program registration for more information.



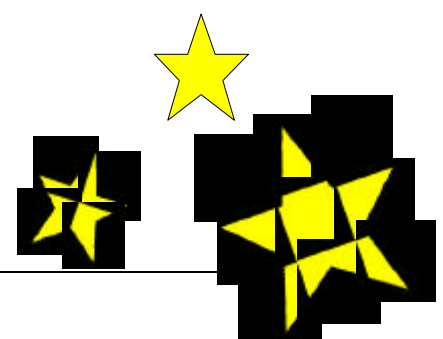
Keep on
reaching



for the star in
you!



- Mary Ellen Drummond



Annual Legislative Seminar Scheduled for June 4

Frances Medema, CSMFO Secretary

The CSMFO annual legislative seminar has been scheduled later this year to follow the Governor's May budget revisions. With this timing in place, look for a lively debate on the budget from members of the executive and legislative branches of state government. Discussion of other emerging issues in revenue and taxations, such as internet sales tax, will be included.

Mark your calendars now for June 4 in Sacramento for the twenty-sixth annual legislative seminar. Registration notices will follow shortly.

President's Message, continued from page 1

revisions; and approval of the CSMFO 1998 budget which including approving the League Professional Services Agreement and continuation of our USC 21st Century Leadership training program.

The seminar started Sunday with the noon luncheon/Retreat format information gathering session What is the Future Direction of CSMFO? I will receive a report from our facilitator within two weeks and those thoughts will be shared with the board and our chapter chairs. The chapter chairs will disseminate the results to their members and solicit input which in turn will be relayed back to the board for discussion/implementation at its September 1998 planning retreat. Thank you to all the members who shared their thoughts and ideas on

how to make CSMFO even better in the 21st Century.

Here are some more Annual Seminar thoughts: Important by-law changes were approved by our membership at the Monday business session. Effective 1999, government associate members (water districts, sanitation districts, etc.) may now serve as chapter chairs in addition to active members. All our keynote speakers were excellent: Mary Ellen

Drummond, Susan Quinn, and Peter Vidmar. Our Monday luncheon program which included Olympic Gold Medalist Peter Vidmar drew 506 attendees! The "breakout" concurrent sessions both Monday and Tuesday were all very informative and well-attended. A special thanks to the Career Development Committee for Tuesday's career development/technology concurrent track programming. I hope everyone enjoyed the tropical attire, buffet-style banquet as much as I did. The decorations and atmosphere were outstanding, the food and service was excellent, and the dance music very entertaining.

Your Officers and Board of Directors look forward to serving you during 1998 and welcome your comments and involvement.

CSMFO Mini-News

1400 K Street, Suite 400
Sacramento, CA 95814
(916) 658-8210
Fax: (916) 658-8240
www.csmfo.org

CSMFO CAFR Award Winners

The following cities have won the CSMFO CAFR Award. Special thanks goes to Derek Hanway of Burbank who oversaw the CAFR Award program this year. First time “Caffy” winners are in **underlined bold print**.

Alameda	Claremont	Fremont	Manhattan Beach	Palo Alto	San Clemente	<u>Simi Valley</u>
Albany	Clovis	Fullerton	Manteca	Paramount	San Diego	Solana Beach
Alhambra	Commerce	Garden Grove	Menlo Park	Pico Rivera	San Francisco	South Gate
Anaheim	Concord	Gardena	Millbrae	Pinole	City/Cnty	South Pasadena
Antioch	Corona	<u>Grover Beach*</u>	Mission Viejo	Placentia	San Gabriel	South San
Apple Valley	Costa Mesa	Hawthorne	Modesto	Pleasant Hill	San Jose	Francisco
Bakersfield	Culver City	Hayward	Monrovia	Poway	San Leandro	Stockton
Baldwin Park	Cypress	Hermosa Beach	Montebello	Rancho Mirage	San Luis Obispo	Temecula
Bell	Daly City	Highland	Monterey	Ran. Palos	San Marcos	Temple City
Bellflower	Danville	<u>Indio</u>	Monterey Park	Verdes	San Mateo	Thousand Oaks
Benicia	Del Mar	Irvine	<u>Moreno Valley</u>	Redondo	San Pablo	Torrance
Beverly Hills	Diamond Bar	La Quinta	Morgan Hill	Beach	<u>San Rafael</u>	Tracy
<u>Big Bear Lake</u>	Dinuba	La Verne	Mountain View	Redwood City	Santa Ana	Tulare
Brea	Dixon	Laguna Hills	Murrieta	Rialto	Santa Clara	Tustin
Buellton	Dublin	Lake Elsinore	Napa	Riverside	Santa Clarita	Vacaville
Burbank	El Segundo	Lake Forest	National City	Rohnert Park	Santa Maria	Walnut
Burlingame	<u>Emeryville</u>	Lakewood	Newport Beach	Rolling Hills	Santa Monica	West Hollywood
<u>Calabasas</u>	Escondido	Lancaster	Norwalk	Est.	Santa Rosa	West Sacramento
Camarillo	Eureka	<u>Lathrop</u>	Ontario	Rosemead	Saratoga	Westminster
Campbell	Fairfield	Livermore	Orange	Sacramento	Scotts Valley	Whittier
Capitola	Folsom	Lodi	Oxnard	St. Helena	<u>Seal Beach</u>	Woodland
Carlsbad	Fontana	Long Beach	Palmdale	San	Shafter	Yorba Linda
Carson	Foster City	Los Alamitos	<u>Palm Desert</u>	Buenaventura	Signal Hill	Yountville
Cerritos	Fountain Valley	Los Gatos	Palm Springs	San Carlos		

CSMFO Budget Award Winners

Congratulations to the following winners of the CSMFO Budget Awards. Special thanks go to Karen Plover Brust of Gardena, Budget Awards Chair, and David Spilman of Petaluma, Budget Awards Vice Chair, for their outstanding efforts in sending out over 150 budgets for review. First time “Budgie” award winners are in **underlined bold print**.

<u>Operating Budget - Excellence</u>	<u>Encinitas</u>	Modesto	San Luis Obispo	<u>Padre Dam</u>	<u>Operating</u>
	Fairfield	<u>Monrovia</u>	Santa Ana	<u>Muni Water</u>	<u>Budget -</u>
	Fontana	Monterey	<u>Selma</u>	<u>Dist.</u>	<u>Meritorious</u>
	<u>Fountain Valley</u>	Monterey Park	<u>Sierra Madre</u>	<u>Valley Center</u>	
Alameda	Fremont	Morgan Hill	<u>Simi Valley</u>	<u>Muni Water</u>	Auburn
Arcata	Gardena	Morro Bay	South Gate	<u>Dist.</u>	<u>Bell Gardens</u>
<u>Arroyo Grande</u>	<u>Highland</u>	Mountain View	St. Helena		Buellton
<u>Big Bear Lake</u>	<u>Indian Wells</u>	Murrieta	<u>Stanton</u>	<u>Innovations</u>	Chino
Brea	Irvine	Newport Beach	Stockton	Carlsbad	<u>Guadalupe</u>
Burbank	La Quinta	<u>Orange</u>	Sunnyvale	Encinitas	<u>Los Altos</u>
Calabasas	<u>Laguna Hills</u>	<u>Oroville</u>	<u>Temecula</u>	Pomona	<u>Lynwood</u>
<u>Campbell</u>	Lancaster	Palmdale	Tracy	Pomona	Newman
Carlsbad	Livermore	<u>Palo Alto</u>	Watsonville	San Clemente	<u>Pasadena</u>
<u>Costa Mesa</u>	<u>Livingston</u>	Pinole	West Hollywood	San Diego	<u>San Marino</u>
Cotati	<u>Lodi</u>	<u>Pleasanton</u>	Westminster	San Luis Obispo	Santa Monica
Culver City	Long Beach	Pomona	<u>Yorba Linda</u>	Santa Clarita	Walnut
Cupertino	<u>Los Gatos</u>	Rancho Mirage	<u>Central Coast</u>	Sunnyvale	
Daly City	Manhattan	Redding	<u>Water Auth</u>	Padre Dam	
Del Mar	Beach	Redondo Beach	El Dorado	Water Dist.	
El Cajon	Mission Viejo	San Clemente	Irrigation Dist.		
		San Diego			

continued on page 6

Welcome New CSMFO Members

Robert Bowman
Accounting Technician,
Rancho Palos Verdes

Matthew Burton
Accounting Supervisor,
Rancho Palos Verdes

Dennis Kite
Vice President,
Mischler Financial Group

Carolyn Chu
Financial Services Mgr.
Placentia

Cindy Butcher
Finance Technician,
Twentynine Palms

Mike Smith
Accounting Manager
Thousand Oaks

Lucy Foster
Senior Auditor, Thousand
Oaks

Marjorie George
Revenue Manager
Burbank

Stephanie Baruch
Principal, Metro Surety &
Casualty Insurance Svcs.

Mary Dodge
Financial Operations Ofcr.
Concord

Lenora Sheppa
Accountant, Tulare

Darlene Thompson, CPA
Accounting Manager
Tulare

Dennis D. Shives
Carlsbad

David Witthohn
Vice President
American Money Mgmt.
Assoc.

Robert Hicks
Dep. Dir. Finance
Berkeley

Dilu de Alwis
Senior Accountant
Colton

Ronald R. Homan
Registered Representative
Finance 500

Sharon L. Grammer
Acctg. Svcs. Mgr.
Folsom

Yolanda T. Daugherty
Accounting Manager
Palm Springs

Marni Ruhland
Principal Accountant
Redondo Beach

Sung Hyun
Senior Accountant
Redondo Beach

Roque Chiriboga
Debt Administrator
San Marcos

John Balderas
Accountant
Signal Hill

Ken Louie
Accounting Manager
South Gate

Robert Lacy
Finance Director
Angels Camp

John C. French
Admin. Svcs. Dir.
Atwater

Glenda D. Jay
Finance Director
Coachella

Sharon Grammer
Acctg. Svcs. Mgr
Folsom

Tracy McWilliams
Program Manager
California Statewide
Communities Devel. Auth.

Gerald Burke
Program Manager
California Statewide
Communities Devel. Auth.

Stephen Hamill
Program Manager
California Statewide
Communities Devel. Auth.

Bob Wootan
Consultant
JPH International, Inc.

William Stawarski
Finance Manager
Covina

Gary Nordquist
General Svcs. Mgr.
Fontana

Marisel Brown
Graduate Student
CSU Hayward

Steven Carmichael
Asst. Genl. Mgr.
San Francisco Public Utili-
ties Commission

Mark Prestwich
Management Analyst
Sunnyvale

Jim C. Walker
Accounting Supervisor
Palos Verdes Estates

Lori Zeller
Senior Acct. II
Orange County Fire Auth.

Barbara A. Lloyd
Treasury Manager
Oakland

Bonnie Movsesian
Treasurer
Orange Couty Fire Auth.

Sean Tierney
Shareholder
Stradling, Yocca, Carlson, &
Rauth

James Dudick
Partner
Cooperman & Dudick

Movin' On

Robbeyn Bird is the new Finance Director of La Palma, and **Virginia Tasker** has taken on the Director of Finance position in the City of Needles.

Meetings

San Diego Chapter

Date: April 16, 1998
Time: 11:30 am
Place: Marriott La Jolla
Rsrv: JoAnn Hancock,
 City of La Mesa,
 (619) 667-1125

South Bay Chapter

Date: Thursday, March 26th
Time: 11:45 am
Place: Manhattan Beach Marriott

Inland Empire Chapter

Date: March 19, 1998
Time: 11:30 noon
Place: Cask 'n' Cleaver - Riverside,
 1333 University Avenue,
 Riverside
Spkr: Frank Benest, City of Brea
Topic: Engaging Citizens in the
 Bottom Line
Rsrv: Nicole Mihld, Colton,
 (909) 370-5036
Next: May 28, July 23,
 September 4

Coachella Valley Chapter

Date: March 20, 1998
Time: Noon
Place: Cathedral City
 Council Chambers,
 35-325 Date Palm Dr.,
 Ste. 136,
 Cathedral City
Cost: None! Bring all your
 Finance Department Staff!
Topic: Group discussions/
 financial topics
Rsrv: Tracy Bustamante,
 Cathedral City
 (760) 770-0392;
 fax: (760) 324-4816
Next: April/Palm Springs;
 May/Coachella

Annual Seminar Survey Results

Al Holliman, Finance Director,
 Vista
 Annual Seminar Committee Chair

For the second time in the past year, the CSMFO Board of Directors conducted a member survey regarding which days of the week the Annual Seminar should be held on. The survey results did not indicate any material responses which differed from the prior survey. There were 108 responses with 42 members favoring a Wednesday through Friday format and 39 preferring the present Sunday through Tuesday format. The other 27 respondents were varied among other preferences. The Board decided to maintain the present Sunday through Tuesday timeframe. The 42 respondents favoring Wednesday through Friday only represent 5% of the membership and there was not a compelling difference (42 to 39) versus those preferring the present format. Most importantly, the board does not want to risk the positive trend in increased seminar attendance since the Sunday-Tuesday sessions were implemented.

Budget Award Winners

continued from page 4

<u>Capital Budget -</u>	<u>Public</u>
<u>Excellence</u>	<u>Communication -</u>
Brentwood	<u>Excellence</u>
Burbank	Burbank
Campbell	<u>Carlsbad</u>
Carlsbad	Cotati
Culver City	<u>El Cajon</u>
Daly City	<u>Encinitas</u>
<u>Encinitas</u>	<u>Fountain Valley</u>
Fontana	Fremont
Glendale	<u>Indian Wells</u>
<u>Hayward</u>	<u>Irvine</u>
<u>Indian Wells</u>	<u>Manhattan Beach</u>
<u>Laguna Hills</u>	Morgan Hill
Long Beach	<u>Morro Bay</u>
Manhattan	Mountain View
Beach	Newport Beach
Modesto	<u>Palmdale</u>
Palo Alto	<u>Pomona</u>
San Diego	San Clemente
San Luis Obispo	San Diego
<u>San Marino</u>	San Luis Obispo
Santa Clara	Santa Clarita
Stockton	<u>Selma</u>
Sunnyvale	Sunnyvale
Temecula	<u>Padre Dam Muni</u>
<u>Thousand Oaks</u>	<u>Water Dist.</u>

Join the CSMFO e-mail group list!

Share information, post inquiries and communicate quickly with CSMFO. It's free, and it's easy - so get started today!

How do I subscribe?

Subscribing is easy. Simply send an e-mail message to <majordomo@webcoach.com> (minus the brackets) and type the words "subscribe csmfo-members-list" (minus the quotation marks) in the body of your

message. No information is needed on the subject line of the e-mail. A password and directions on how to complete your subscription to this list will be e-mailed back to you. Follow the directions provided and you are ready to go. You should be able to complete the entire process in a few minutes.

If you have questions, contact Frances Medema, CSMFO Secretary, at (916) 658-8210, or by e-mail at Medemaf@cacities.org.

Up the Ladder

CITY OF SARATOGA - THREE POSITIONS. The City of Saratoga is currently seeking three talented and experienced professionals to join its management team. These department head positions report directly to the City Manager and offer excellent personal and professional growth opportunities.

ADMINISTRATIVE SERVICES

DIRECTOR: Responsible for managing and directing human resources, volunteer services, commission liaisons, information technology and management analysis. Qualifications: At least five years of progressively responsible public sector and administrative management experience. Degree in related field required; MPA or MBA preferred. Current salary range: \$4,672 - \$6,674/mo.

FINANCE DIRECTOR: Responsible for managing and directing the City's financial and accounting operations. Qualifications: At least five years of progressively responsible public sector financial and administrative management experience. Degree in related field required; MBA or MPA and CPA or CMA preferred. Current salary range: \$4,672 - \$6,674/mo

PUBLIC WORKS DIRECTOR:

Responsible for managing and directing City maintenance programs, engineering services and environmental programs. Qualifications: At least five years of progressively responsible public sector and administrative management experience. Degree in related field and CA certified Civil Engineer required. Current salary range: \$5,128 - \$7,235/mo.

All management salary ranges to be adjusted July 1, 1998. Fully paid PERS and Management Benefit Pkg. Saratoga is uniquely located in the heart of Silicon Valley - yet nestled in the Santa Cruz foothills. Apply by April 20, 1998, 5:00 pm. To obtain required application materials, contact: Administrative Services, City of Saratoga, 13777 Fruitvale Ave., Saratoga, CA 95070. Phone (408) 868-1200.

ASSISTANT DIRECTOR OF FINANCIAL SERVICES - City of Milpitas, CA. Salary \$6,613 - \$8,705 monthly plus excellent benefits. Plans, organizes and directs the risk management, investments, internal audit, management audit, performance audit, and Redevelopment Agency functions of the Dept. of Financial Services. Requires undergraduate degree in business

administration, accounting, public administration, political science or a closely related field and a CPA certificate (Master's degree desirable), and 5 yrs. exp. in budgeting, accounting, investments, internal audit and finance administration in a public agency, including at least 2 yrs supervising professional and technical staff. For application and job announcement call or write: Personnel Office, Attn: Amy Kwong, 455 E. Calaveras Blvd., Milpitas, CA 95035, (408) 262-5146. Filing deadline: open until filled.

FINANCE MANAGER - City of Coronado. Salary up to \$71,000 (pending Council approval). The ideal candidate should possess professional experience at a supervisory level performing responsible municipal financial operations involving investments, fund accounting, reporting and internal controls. Successful candidates will possess a BA in accounting, finance, or public/business administration. Application must be made on City application forms which may be obtained from the Administrative Services Department at Coronado City Hall, located at 1825 Strand Way, Coronado, CA 92118. Phone (619) 522-7302. Completed application form, resume and supplemental questionnaire must be received in the Administrative Services Department by 5:00 pm on Friday, April 3, 1998. (Extended Filing Deadline). Postmarks or faxes will not be accepted. EOE/AA/ADA/ Employer.

ACCOUNTANT-AUDITOR III - City of Sacramento. \$31,962 - \$49,585 per year, plus \$3,612 annual benefit contribution. This is an advanced level professional accounting and auditing position which supports financial reporting and budgeting, computer systems, and city operating departments. Requires Bachelor's degree in accounting or business administration and two years of professional accounting experience. Must have knowledge of auditing procedures and of generally accepted accounting principles. Must have demonstrated ability to prepare and examine complex financial documents and reports. Requires experience in mainframe accounting and PC applications. Governmental accounting experience for complex funds is highly desirable. Application deadline is 3/27/98; postmarks are not accepted. Resumes will not be accepted in place of the application. For application packet #10028-98 call (916) 264-8568. City of Sacramento, Employment Office, 921 10th Street, Sacramento, CA 95814. AA/EOE.

REVENUE MANAGER - City of Inglewood. Salary Range: \$4,645 - \$6,580 mo. Candidate will supervise the Revenue Division of the Finance Dept, manage the overall City revenue process which includes revenue forecasting, collection, and tax compliance enforcement. Duties include preparing revenue estimates and projections for budget purposes; supervising, training, and evaluating staff; managing the City's permits and license program. Note: BA in business administration, accounting or public administration with significant experience including supervisory, accounting, finance, economics, or a related field required. Municipal experience is desirable. Send resume, references and current salary to: City of Inglewood, Personnel, One Manchester Blvd., Inglewood, CA 90301.

ACCOUNTANT - City of Seaside. Salary range of \$3,744.51 - \$4,456.12 for a 40-hour work week plus excellent management benefits. Responsible for City fund accounting system, financial reports and statements. Provide assistance in preparation of Annual Budget. Requires degree in accounting and one year professional accounting experience. Apply to City of Seaside Personnel Office by 5:00 pm, April 3, 1998. City application form is required. FAX not sent or accepted. Inquire at 440 Harcourt Avenue, Seaside, CA 93955. (408) 899-6250. AA/EOE/MFVD.

BUDGET MANAGER - City of Oakland (\$7,239 - \$8,021/mo plus City-paid employee's share of PERS) (Salary pending City Council approval). Responsibilities: Planning, organizing, managing, and directing programs and activities related to financial planning and budget operations, evaluating financial indicators and making recommendations. Supervise assigned staff. Requirements: B.A. in finance or similar field, 3 years related experience, including supervisory experience. MBA/MPA or comparable degree preferred. Obtain application: Office of Personnel Resource management, 505-14th Street, Suite 102, Oakland, CA 94612 (drop in or send self-addressed, stamped envelope \$0.55 postage). Closing date: March 27, 1998 (No postmarks).

Up The Ladder continued on next page

Up the Ladder, continued

ACCOUNTING SUPERVISOR - City of Corona, Salary: \$3,702 - \$4,499. This is a supervisory position that performs professional accounting duties in the analysis, preparation & maint of financial records & reports; supervises & participates in accounting for assessment & maintenance districts, grants & other special funds; supervises accounts payable & receivable functions; performs difficult & highly detailed analyses; works with staff & departments to resolve accounting & reporting issues. MIN REQ: Four yr degree in accounting, finance, business admin or a closely related field; & at least 3 yrs of progressively resp professional accounting exp, preferably in government agency; Must submit original City Application. Apply at: personnel Department, City of Corona, 615 W. 6th St., Corona, CA 91720, Jobline: (909) 736-2205, WEB: www.ci.corona.ca.us. Final filing date: March 20, 1998 EEO.

ASSISTANT FINANCE DIRECTOR - City of Belmont, CA \$4,160 - \$5,829/mo + benefits. Coordinate City's accounting and finance dept. activities. 4 yrs. municipal finance experience. BA desirable. Apply: City of Belmont, 1070 Sixth Ave., Ste. 300, Belmont, CA 94002 (650) 595-7452.

DIRECTOR OF ADMINISTRATIVE SERVICES - City of Dana Point, CA. Salary \$5,724 - \$6,983 monthly plus benefits. The city is a member of PERS, and employees pay their 7% contribution on a tax-deferred basis. Southern California city seeks dynamic, skilled individual to direct the city's Department of Finance and Administration, including finance, budget, treasury, personnel, employee relations, risk management, and various administrative activities. Serves as a key member of the city's executive management team. Requires a bachelor's degree in related field and five years of progressively responsible experience in municipal financial management which involves supervising professional staff. Master's degree desirable. Resumes must be received by Monday, April 6, 1998 at: City of Dana Point, 33282 Golden Lantern, #203, Dana Point, CA 92629, Attn: Susan Cannan. Call (714) 248-9890 for a brochure.

ACCOUNTANT-AUDITOR I - City of Sacramento. \$23,400 - \$36,301 per year, plus \$3,612 annual benefit contribution. This is an entry level professional accounting and auditing position which supports financial reporting and budgeting, computer systems, and City operating departments. Requires Bachelor's degree with major coursework in accounting or business administration. Must have knowledge of auditing procedures and of generally accepted accounting principles. Must have ability to prepare and examine financial documents and reports. Requires knowledge in mainframe accounting and PC spreadsheet applications. Requires ability to communicate effectively, both orally and in writing. Application deadline is 3/27/98; postmarks are not accepted. Resumes will not be accepted in place of the application. For application packet #10026-98 call (916) 264-8568. City of Sacramento, Employment Office, 921 10th Street, Sacramento, CA 95814. AA/EOE.

FINANCE DIRECTOR - City of Dixon. \$4,112 - \$4,999 (5% increase pending) per month + benefits. The Finance Director will work under the administrative direction of the City Manager, to plan, organize, direct and supervise the City's financial record-keeping functions, including accounting, payroll, and utility billing; to be responsible for financial reporting; to coordinate budget preparation, develop and implement fiscal controls; to provide financial information and advice to City Council, management staff and others; to assist with municipal investments, and do related work as required, e.g. purchasing, risk management, information systems.

The successful candidate will possess a bachelor's degree in Accounting, Economics, Public or Business Administration or closely related field. A master's Degree & completion of a CPA is desirable. Must have five years of broad and increasingly responsible experience in public accounting and finance, including three years of administrative & supervisory/management responsibility. APPLY BY: 5:00 pm on Monday, April 13, 1998.

For an application package, call or write: City of Dixon Personnel Office, 600 East A St., Dixon, CA 95620 (707) 678-7006.

.....
 • **Attention advertisers:** •
 • **The cost to advertise a** •
 • **two-inch professional** •
 • **square ad is \$825 per 12** •
 • **issues. If you would like** •
 • **to advertise your firm in** •
 • **this section, please** •
 • **contact Shelley King-** •
 • **McGee at (916) 658-8210** •
 • **and request an adver-** •
 • **tisement brochure.** •
 •
 •
 •

