

November 1998

1999 CSMFO Annual Conference Update

Mary Bradley, President-Elect, Sunnyvale



According to the mission statement of the CSMFO, our Society exists in large measure to “promote excellence in financial management through innovation, continuing education, and the professional development of our members.” (see the inside cover of your CSMFO Directory for the CSMFO Mission Statement.)---This goal is pursued in many ways throughout the year, including chapter meetings, weekend training, and conference calls on important topics. But the cornerstone event that most addresses our need for “continuing education” and “professional development” is the Annual Conference, which is essentially two and a half days chock full of information useful to us all.

This upcoming Annual Conference, scheduled for February 27 through March 2, 1999 in Monterey is shaping up to be awesome, and I’d like to share some of the reasons for that with you.

First and foremost is the group of people who are working hard to put the conference together. This “dream team” is lead by Dewey Evans, the

**CAFR DEADLINE:
December 10, 1998
New Chair is Karen
Brust (619) 682-4205
See Page 2 for address**

Finance Director of Monterey. As many of you know, Dewey is extremely experienced in professional and technical training, having organized two previous CSMFO Annual Seminars and four previous

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Attachments:

- 1) Advance Conference Registration Form
- 2) Hotel Reservation Form

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 Derek Hanway, Burbank

Committees

Administration

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

Annual Seminar

Dennis Danner, Newport Beach
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
Jesse Takahashi, Campbell
Bill Statler, San Luis Obispo

Cash Management

Ron Clark, La Verne
Jim Randall, San Ramon
Bob Biery, Thousand Oaks

Intergovernmental Relations

Robert Torrez, Long Beach
Larry Schroeder, Lakewood
John deRussy, San Mateo

Professional and Technical Standards

Karen Brust, San Diego
Genie Roberts, Temecula
Larry Hurst, Brea

Technology

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

Chapter Corner: Redwood Empire

Michael Harrow, Finance Director/City Treasurer, Rohnert Park
Chair, Redwood Empire Chapter

The Redwood Empire Chapter covers a large area of Sonoma, Mendocino and Lake Counties. As with other large area chapters, we are challenged by distance and time to hold quarterly chapter meetings that everyone can attend. In our chapter, Sonoma County cities have much in common with various local issues and tend to communicate frequently.

Our chapter generally conducts monthly meetings in Santa Rosa. These meetings are mostly attended by the cities in Sonoma County. We also invite officials from the County of Sonoma to attend these meetings as we have many issues that affect all local agencies. This arrangement has helped foster a close working relationship and level of trust between city and county officials. Our chapter tries to have quarterly meetings with topics that would interest the entire chapter. On November 12, our chapter will be involved in the GAAP Update from GFOA with the transmission being received in Santa Rosa. Many chapter members will be attending as well as some members from nearby chapters. In December, we will be conducting our annual chapter holiday luncheon meeting that is open to Finance Department staff members. We will have a guest speaker and our staff members will have an opportunity to make contacts with their peers in other cities.

During the summer, all cities in Sonoma County and the County of Sonoma submitted a \$10 million grant to the Department of Justice for a police records management/computer aided dispatch system which would be fully integrated between all agencies in Sonoma County. All levels of each agency spent much time and effort creating a structure to administer the grant and subsequent operations. In early October, we received the news that our grant was not approved. The situation is being currently evaluated in order to determine the best course of action. Most agencies need to upgrade their systems due to the Y2K problem and an integrated solution among agencies remains a top priority.

In August, Kurt Hahn retired as Finance Director of the City of Healdsburg after over 20 years at that position. Kurt was well respected among his peers, especially in Sonoma County. His expertise and experience gained over the years will be missed. We all wish Kurt the very best in his retirement!

New Chair for Professional and Technical Standards Committee

Send CAFRs for the Financial Reporting Awards Program to the new Chair:

Karen Brust
Director of Finance/Treasurer
San Diego County Water Authority
3211 Fifth Avenue
San Diego, CA 92103-5718

Phone: (619) 6824205
FAX: (619) 297-4149
Email: Kbrust@SDCWA.org

League of California Cities Leader to Retire

After a 40-year career with the League of California Cities, 26 of them spent as executive director, Don Benninghoven has announced he will retire from the organization at the end of this year. League members and staff will miss Don's strong vision and innovative leadership. When Don started, there were 351 cities and the League consisted of eleven staff. Those numbers are now 471 cities and 52 staff. In his own words, Don stated "What I am most proud of is the knowledge, competence dedication and, most important of all, the integrity of those devoting their time and skills to the League. Not only has that commitment not changed in the past 40 years but it has grown."

Fortunately, Don will not get away so easily. He has agreed to serve on a part-time basis as executive director of City-County-Schools (CCS) Partnership. The partnership was formed in 1997 to improve the conditions of children, families and communities at the local level by promoting and encouraging coordination, integration and increased efficiency of local services and joint facilities use among cities, counties and schools in all California communities. We all wish Don great success and happiness in his new career and retirement!

Weekend Seminar Sell Out - Were You Left Out?

The November weekend training seminar scheduled for November 13 - 15 in Sunnyvale is an overwhelming success. The limited space was quickly filled with a waiting list of over 25 people. The board and career development committee realize demand for training is outstripping the size of the sessions. One of the 1999 goals at the board retreat was to increase the number of weekend seminars to two per year over the next two years.

To accomplish this goal on an accelerated time schedule, we need your help. The career development committee will consider hosting a second session in the south in late spring of 1999 if demand and support warrants. Chapter chairs will be asked to discuss weekend training at an upcoming meeting to ascertain interest and recruit logistical support. You can help by sending an e-mail medemaf@cacities.org or fax (916) 658-8240 to Frances in the CSMFO Sacramento office indicating the names of individuals in your city who would attend the course. Naturally, if you are willing to assist with the planning and site selection, please contact your chapter chair and career development chair Jerry Rogers (909) 782-5660 or Frances (916) 658-8210. Your response can bring this goal to reality in 1999.

Congratulations to the Candidates for the 1999 CSMFO Board of Directors

President-Elect:

Derek Hanway
Burbank

Jerry Rogers
Riverside

Northern CA Board Member:

Tim Hansen
San Leandro

David Spilman
Petaluma

Southern CA Board Member:

Paul Arevalo
West Hollywood

Paula Chamberlain
Pomona

Ballots and candidate statements will be mailed to all active members by mid-November. Returned ballots must be postmarked by November 28. Election results will also be announced in the January Mini-News.

CSMFO Mini-News

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

It is Time to Renew!

Renewal of your 1999 CSMFO membership is now due and invoices were mailed to all current members on October 22. Be sure to complete and return your payment promptly so you will be included in the 1999 roster. CSMFO by-laws allow each city to enroll up to four active members. Take this opportunity to extend the professional development services and benefits of CSMFO to additional senior accounting staff in your city. The CSMFO frequently receives questions about the type of membership available and the transfer of membership from one organization to another. Listed below is the section in the bylaws which answers these questions.

Section A. Qualifications

Membership shall be open to any person presently or formerly actively engaged in the field of municipal finance, in one of the six following classifications, providing no direct conflict of interest exists.

Active Member. This classification shall be open to those municipal finance officers who are presently employed on a full time salaried basis as the chief fiscal officer of a city, and have attained a professional level of performance, understanding and aptitude in the field of municipal finance. This classification shall also be open to up to three additional persons who have been formally designated as either the chief assistant to the chief fiscal officer, or as a division head or lead employee reporting to the chief fiscal officer or the chief assistant, on a full-time salaried basis for a period of at least

three years and who has attained a professional level of performance, understanding and aptitude in the field of municipal finance.

Government Associate Member.

This classification shall be open to those persons presently or formerly engaged in municipal finance activities who do not qualify either as Active Members or as Commercial Associate members.

Commercial Member. This classification shall be open to persons not currently employed by a governmental agency whose livelihood derives principally from activities of commercial or professional nature directly related to municipal finance.

Student Member. This classification shall be open to those persons presently enrolled in finance, accounting or public administration studies and who do not qualify either as active members, Government Associate Members, or as Commercial Associate Members.

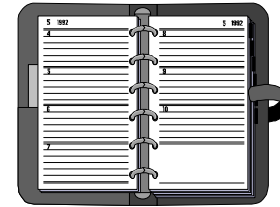
Retired Member. This classification is open to former active and government associate members who retire from public service and who do not qualify under Article II, Section A-1(c). The fee for such membership shall be established by the board. Retired members do not carry voting rights.

Complimentary Membership.

This classification shall be open to those persons as determined by the board and may be limited to temporary, one-year, or lifetime status. Complimentary memberships do not carry voting rights.

Transfer of Membership. Memberships for which the dues are paid

Upcoming Events



League Financial Management Seminar

December 3-4, 1998
Westin Hotel, San Diego

CSMFO Annual Conference

February 28-March 2, 1999
DoubleTree Monterey

by the employing institution remain the property of the institution and may be transferred from one person to another provided that the membership qualifications are met. Memberships for which dues are paid by the member remain the property of the member although a change of status from active to government associate membership or commercial membership shall occur should the member cease to meet the qualifications for active membership. (Memberships for which the member pays the dues remain the property of the member although a change of membership status shall occur should the member cease to meet the qualifications of the classification.)

Don't forget that if you want to attend the 1999 Annual Conference in Monterey you must be a member, so send your renewal in now. If you want a new member application or have a question, please call Mai Nguyen, membership services representative, at (916) 658-8210.

Charge up the Batteries for 1999 with some Fresh Ideas

The Financial Management Seminar is scheduled for December 3 and 4 at the Westin Hotel, Horton Plaza in San Diego. You won't want to miss this exciting program which will give you a jump start on the new year.

The program will start off with Robert Arnold with Continuing Study of the California Economy presenting a political examination of the economic future for California, followed closely by a legislative review. What would be better than to follow with a little humor from political cartoonist Steve Kelly. Thursday afternoon will offer two rounds of concurrent sessions featuring redevelopment 101, Helen Putnam award winners, fiscal policies embraced citywide and the latest on GFOA budget guidelines.

Friday morning opens up with breakfast sessions on purchasing cards, telecommuting, revenue options, Y2K checklist and PERS discussions. The morning general session will focus on media relations. Concurrent sessions will give you the opportunity to: learn more about media survival tips; examine the joys and sorrows of installing and implementing new technology with presentations by GFOA consultant Dr. Rowan Miranda and Paul Arevalo of West Hollywood; and look at what lies ahead in internet commerce and

taxation as seen by David Hardesty, a CPA specializing in internet commerce, and Brian Moura of San Carlos. Finally don't miss the concluding session with John Alston who will reenergize your batteries and provide you with a renewed outlook on your personal and professional life.

Don't miss this program. Advance conference registration is due by November 18 and hotel conference rates are only guaranteed through November 11. Registration forms are attached and are available on the League website at www.cacities.org. See you in December.

GFOA Awards for Excellence

Applications for the Government Finance Officers Association's prestigious Awards for Excellence in government finance are now available.

The Awards for Excellence recognize contributions to the practice of government finance that exemplify outstanding financial management.

Entries may be submitted for consideration in eight categories: Accounting, Auditing and Financial Reporting; Budgeting and Financial Planning; Cash Management and Investments; Capital Finance and Debt Administration; Pensions and Benefits; Management and Service Delivery; Enterprise Financial Systems, and Technology.

The Following criteria are examined when considering an application for an award: local significant and value, transferability, documentation, cost/benefit analysis, efficiency, originality and durability.

Requests for an application packet and questions should be sent to the attention of Cathy Floyd: 180 North Michigan Avenue, Suite 800, Chicago, IL 60610, Phone: (312) 977-9700, Fax: (312) 977-4806, Email: Cfloyd@gfoa.org.

Completed application packets must be postmarked by December 31, 1998.

Career Development at it Again

To further Career Development's goal of delivering low cost training opportunities to the CSMFO membership, a three hour investment training session was held on October 14, 1998 at Riverside City Hall. Topics covered included legal issues, investment policies, cash flow modeling, investment alternatives and the process and risks of investing. The 20+ attendees indicated this was valuable and well delivered training and they would recommend it to other members of the organization.

Another investment training session is being planned in central California after the first of the year. Watch the mini-news or contact Jerry Rogers, Career Development Chair (909) 782-5660 for details.

The Paper Continues to Stack up!

Recently, a member posted a notice on the group e-mail asking about record retention policies. The following information is listed in the League of California Cities publication *The California Municipal Law Handbook*. It is recommended that if you have a specific question or concern, you consult with your City Attorney for clarification.

In general, retention of public records is governed by the provisions of Government Code sections 34090 et seq. Destruction of records is prohibited unless in compliance with these sections. Generally, records must be retained for a minimum of two years. Some records must be retained indefinitely: records affecting title to real property, those required to be kept by the state, court records and the minutes ordinances and resolutions of any city legislative body.

Various state laws require retention longer than two years. See, e.g., Cal. Penal Code 832.5(b) (requiring retention of citizen complaints against police personnel for five years). See also Cal. Lab. Code 1174, 1197.5. Other records retention requirements are found in various sections of the Unemployment Insurance Code and the Occupational Safety and Health Act of California. See also CEB Advising California Employers 1.87 (table of selected personnel records retention requirements); Patterson Public Employer's Compliance Review at 98-99 (checklist on

records retention; available from League of California Cities).

Various federal laws require retention of documents, mainly dealing with labor and personnel. See, e.g., 29 U.S.C. 201 - 219 (Fair Labor Standards Act); 26 U.S.C. 3301 - 3310 (Federal Unemployment Tax Act); 29 U.S.C. 1001 et seq. (Employees' Retirement Income Security Act of 1974); 42 U.S.C. 2000a - 2000h-6 (Civil Rights Act of 1964); 29 U.S.C. 621 et seq. (Age Discrimination in Employment Act); 29 U.S.C. 206 (Equal Pay Act). In some instances, these statutes require retention of records for as long as four years.

Records which have been retained for the requisite period may be destroyed after following the procedure described in Government Code section 34090. Destruction must be approved by the city attorney and the city council. Government Code section 34090.6 governs destruction of telephone and radio communication recordings (100 days, with approval) and Government Code section 34090.7 allows for local agencies to develop procedures for destruction of duplicate records.

The Government Code addresses the procedures for microfilming and then destroying public records. See Cal. Gov't Code 34090.5. The procedures of that section should be followed strictly. The procedures for microfilming are described in an Attorney General's opinion. See 57 Cal. Op. Att'y Gen. 307 (1974). They include two copies must be made, one to be kept in a safe place; originals may be destroyed after microfilming; a microfilm reader must be provided to the public for access and disclosure. See also Cal. Evid.

Code 1551 (admissibility of micro-filmed records).

PRACTICE TIPS: 1) Two years should be considered on absolute floor and certain documents should be kept longer. Consider the statute of limitations for legal actions which may involve the documents, especially employee claims and contracts. Many employee records should be kept indefinitely. Many records should be kept a minimum of four years and perhaps up to ten years, for statute of limitations purposes. Microfilming is one way to cope with space limitations. 2) Every city should have a record retention schedule approved by the city council which sets forth every type of document retained by the city and the prescribed period of retention. Many cities have adopted detailed records retention manuals, which, in addition to prescribing a time schedule, address the process for reviewing and approving requests for records destruction. Cities which have not adopted such a manual may wish to ask their city clerks to see which ones may serve as models.

University of California at Riverside

January 13-March 31, 1999

Accounting for Governmental and Nonprofit Organizations II, Riverside, California, Wednesday, 6:30-9:30 PM, Fee: \$295. For information contact UCR Extension at (909) 787-4111 or check out our web site: www.unex.ucr.edu.

Annual Conference continued from page 1.....

CMTA Seminars. Dewey also was instrumental in starting the League of California Cities Financial Management Seminars, which are so valuable to us all. Dewey's secret weapon in this year's Seminar is Kelly Gonzalez, a key member of his staff who has previous experience handling events at the Monterey Conference Center. Kelly is one of the most organized and thorough people that I have ever had the pleasure to work with!

Another major reason that the Annual Seminar will be awesome is that Don Rhoads, the Financial Services Manager of Monterey, is developing a truly first class program. Fortunately, Don has been a valuable member of CSMFO's Career Development Committee for several years. He is working hand in hand with Jerry Rogers, Career Development Chair, and the other committee members, to bring us the very best in technical and professional training. Notable among the offerings are sessions on negotiation by Senator David Landis of Nebraska, a keynote by well known futurist David Pearce Snyder, and a lunch presentation on leadership by Dr. Jim Tunney, who is a writer, educator, and former NFL referee.

In several recent surveys CSMFO members asked for more technical training, so the seminar also has sessions by David Bean of GASB, Jerry Rogers on investment fundamentals, and several of our own accounting experts on specific current accounting issues. I think you will be pleased at the wide array of quality offerings to educate and enlighten you!

Finally, of course, the fact that the Annual Seminar takes place in Monterey adds to the experience. Not only is Monterey a beautiful location with many great attractions, but the Monterey Conference Center staff is extremely professional and experienced in putting on events such as ours. The expertise of the Conference Center staff allows Dewey, Don, Kelly, and the rest of the conference committee to focus on the quality and content of our Annual Seminar.

Registration packets for the Monterey Annual Seminar will be mailed to CSMFO members in early December. I would encourage all of you to attend and to include other staff members who may be interested in high quality professional training!

Meanwhile, Happy Thanksgiving!

ANNUAL SEMINAR NOTICE TO COMMERCIAL MEMBERS:

There is still time to register for the exhibitors fair that will be held on Sunday, February 28, 1999 from 12:00noon-8:00pm.

The exhibits will be a great opportunity to meet with the associate and active members of CSMFO on a one-on-one basis, and a one-stop shopping arena for members to find out about the extensive services and products available to the municipal finance professional.

Registration material for the exhibits was mailed to the commercial members in September. If you have not received a registration packet, or would like additional information about the exhibits or conference

please contact the conference planning committee at (831) 646-3940 fax (831) 646-3726, e-mail: gonzalez@ci.monterey.ca.us or visit the conference website at www.monterey.org/csmfo99.

The following companies have already registered for the exhibits and are listed on the 1999 CSMFO conference web site with a link to their individual company web site.

ADP

American Express
City National Bank
David M. Griffith & Associates, Ltd
Eden Systems
Fieldman, Rolapp & Associates/
Irvine
HdL Companies
JPH International
Lefavi
Pentamation
Quadrant Systems Inc.
Sympro/Emeryville
Revenue & Cost Specialists

Welcome New Members

Phillip S. Molina

Finance Director
Oxnard

Jose Luis Espinoza

Finance Operations Manager
Palm Desert

Movin' On

Mary Patricia Rives has left Matsumoto & Rives Accountancy Corporation

Meetings



San Diego County Chapter

Date: Thursday, November 19, 1998
Time: 11:30 A.M. (Mix & Mingle) 12:00 P.M. Luncheon
Place: Marriott La Jolla
 4240 La Jolla Village Drive
 La Jolla
Spkr: Al Holliman, Vice President Kinsell, O'Neal, Newcomb & De Dios, Inc.
Topic: This Month CSMFO and CMTA are pleased to present Al Holliman from Kinsell, O'Neal, Newcomb, & De Dios, Inc. Mr. Holliman will be speaking on the topic "Does Your Agency Need a Debt Policy".
Rsrv: Joanne Hancock, City of La Mesa (619) 667-1125 by November 16

Next Meeting

Date: Thursday, December 17, 1998
Time: 11:30 A.M. (Mix & Mingle) 12:00 P.M. Luncheon
Place: Marriott La Jolla
 4240 La Jolla Village Drive
 La Jolla

San Gabriel Valley Chapter

Date: Wednesday, November 18, 1998
Time: 11:00 A.M. - 1:30 P.M.
Place: Wyndham Garden Hotel
 Monrovia, CA
Spkr #1: Hinderliter, de Llamas & Assoc.
Topic: Local Allocation of Use Tax Payments
Spkr#2: Rick Kermer, CPA, President
 Management Services Institute
Topic: Revenue Enhancements/Fee and Charge Schedules
Rsrv: Hilda Quintana at (626) 932-5515
 City of Monrovia

Orange County Chapter

Date: Tuesday, November 24, 1998
Time: 11:30 A.M.
Place: Turnip Rose in Orange
Spkr: Ken Al-Imam from Conrad and Associates
Topic: The Year 2000
Rsrv: Nancy Grulkowski at (714) 990-7676

Next Meeting

Date: Tuesday, December 22, 1998
Time: 11:30 A.M.
Place: Turnip Rose in Orange
Spkr: Neal Cruber
Topic: Property Tax Update

Up the Ladder

PRINCIPAL ADMINISTRATIVE ANALYST (CONTRACT ADMIN./FINANCIAL ANALYSIS): City & County of San Francisco. Salary: \$61K - \$74K Annually. The S F Public Transportation Dept., H R, is currently accepting applications/supplemental applications for a Principal Administrative Analyst in the PTD, Finance Unit. For detail job description, minimum qualification and an application packet contact: Parveen Boparai, Personnel Analyst, PTD, MUNI, HR, 949 Presidio Ave., Rm. 150-B, San Francisco, CA 94115, Tel: (415) 351-3469, Fax: (415) 351-3485.

FINANCE DIRECTOR - City of Gridley, CA. Salary Range - \$3,517 to \$4,276 per month. Benefits include fully paid Family Medical, Dental, and PERS (2% at 55). Gridley is located on Highway 99 (60 miles North of Sacramento). A key member of the management team, the Finance Director supervises a staff of 3. Responsible for accounting, purchasing, treasury, risk management, and utility billing (municipal electric, water, sewer and refuse). City budget totals \$7.6 million (all funds). Gridley is financially sound. The city is seeking an individual with a high level of initiative who can exercise sound judgment, discretion, and strong management skills. The previous Finance Director recently accepted a position with a larger organization. Requires BA degree in accounting and five years of progressively responsible accounting/financial management experience with a municipality or public accounting organization, including at least two (2) years in a supervisory or management role. Possession of a CPA or MBA degree highly desirable. Apply by: 5:00 p.m. Monday, November 30, 1998. City application and resume (with 5 work related references) required. Additional information available from: Jack Slota, City Administrator, 685 Kentucky Street, Gridley, CA 95948 (530) 846-5695.

continued on the next page....

Up the Ladder continued.....

CHIEF ACCOUNTANT: (\$65,292 - \$79,044). The City of Richmond, CA (pop.93,000), a diverse and progressive community, is seeking a highly qualified and dedicated individual to serve as Chief Accountant. The incumbent will supervise a staff of thirteen professional, paraprofessional and support personnel and oversee the revenue collection, cash management/debt services, general ledger and payroll functions of the finance department. This position requires a Bachelor's Degree in accounting, finance or a closely related field and five years of progressively responsible experience in accounting, of which at least two years was at the senior management level. A Master's Degree in a related field or a CPA certificate is highly desirable. Application materials may be obtained by sending a stamped, self addressed envelop to City of Richmond, Human Resources Management Department, 2600 Barrett Avenue, Richmond, CA 94804. For additional information, you may contact our office at (510) 620-6602. All applications must be submitted by 5:30 p.m., Monday, November 23rd, postmarks will not be accepted.

FINANCE DIRECTOR, San Ramon Valley Fire Protection District \$78,144 - \$95,256. The San Ramon Valley Fire Protection District seeks an experienced, personable, highly competent self-starter to fill the newly created position of Finance Director. The District serves a population of 100,000 (150,000 daytime) in a 150 square mile area of Contra Costa County in the East Bay. The District is headquartered in San Ramon. The Finance Director will be responsible for helping to develop and administer the annual budget (currently \$22 million), making investments for the District and overseeing accounts payable as well as payroll for 165 employees. BA degree required (Master's preferred), plus substantial experience in financial administration. The final filing date is Friday, December 4, 1998. To apply send resume, cover letter, current salary and three work-related references to: Shannon Associates, 1601 Response Road, Suite 390, Sacramento, CA 95815, Tel: (916) 567-4280, Fax: (916) 567-1220, E-mail: resumes@shannonassoc.com.

ACCOUNTING TECHNICIAN, City of Oceanside, CA, \$12.82 - \$16.75/hr. General subsidiary ledger, report development, spreadsheets, auditing. Requires 3 yrs of increasingly responsible governmental experience in accounting and finance. Proficiency in Windows 95/98/NT and experience with computer applications for municipal finance and an AA highly desirable. For application, contact: City of Oceanside, Personnel Office, 300 N. Coast Hwy, Oceanside, CA 92054; 760/966-4485. Deadline 11/20/98 AA/EOE.

FINANCE OFFICER/TOWN TREASURER - Town of Yountville, California (Salary range negotiable, DOQ + excellent benefits package) Located in the heart of the beautiful Napa Valley wine country, the Town of Yountville, a small rural community (population 3,500) is seeking a Finance Officer. The Finance Officer is a department head position responsible for managing and supervising all finance operations and functions including record keeping and reporting; financial planning; accounting; budgeting; developing and administering fiscal policies; payroll; accounts payable; purchasing; utility billing; risk management; investments; computer/telecommunications; and customer service; serve as financial advisor to the Town Administrator and Town Council. The total Town budget is \$6.2 million. The ideal candidate is an innovative, "hands-on" manager with a strong background in municipal finance and effective communication, problem solving and computer skills. Equivalent to a Bachelors Degree in accounting, finance or related field with five years of increasing responsible experience in public accounting or municipal finance including at least two years of administrative/supervisory responsibility. Please call (707) 944-8851 to request a Town application and brochure. Submit resume and application by Novem 23, 1998, 4:00 PM, to Town of Yountville, 6550 Yount Street, Yountville CA 94599. EOE.

ACCOUNTING MANAGER: Town of Apple Valley, \$3941-\$4922 annually plus excellent benefits. Under direction of Director of Finance, directs, manages, supervises and coordinates the activities and operations of the accounting function within the Finance Department. Will also provide highly responsible and complex administrative support to the Director of Finance. Also, plan organize and supervise the work of subordinates in the department. Requires a combination of education and experience equivalent to a Bachelors Degree from an accredited college or university with major course work in accounting, finance, business administration or a closely related field. Designations as Certified Public Accountant, Certified Managerial Accountant and/or Certified Internal Auditor are desirable. Minimum of three years progressively responsible supervisory and administrative experience in government or commercial accounting preferably related to local government accounting, payroll, accounts receivable and utility billing is desirable. The selection process for Accounting Manager consists of application screening, testing and interviews. The selected candidate will be required to be fingerprinted and undergo a complete medical exam. A completed town application is required. Application materials and detailed job description may be obtained at the Administrative Services Office, Town of Apple Valley, 20440 Hwy. 18 (P.O. Box 429), Apple Valley, CA 92307 or by calling (760) 240-7600, Mon. - Fri., 8:00 a.m. -5:00 p.m. Position open until Nov. 20, 1998.

Here's how to advertise your city's vacant position in the CSMFO Mini-News: Please fax your announcement to (916) 658-8240, attention CSMFO. Your announcement should contain the following information: Job Title, City, Salary, Position Description, and how to apply. The charge to advertise is \$8 per 40-character line. Please also include billing information, as billing will take place after the ad appears in the Mini-News.

Faxed job ads must be received by the 25th of each month for next month's insertion. It is also helpful if the job's filing date is at the end of the month, so that people may have two or three weeks to respond.

continued on the next page.....

Up the Ladder continued.....

FINANCE DIRECTOR - City of Rolling Hills Estates, CA. Salary Range - \$4,813 - \$7,219 per month, plus outstanding benefits package. (Appointment for new hires is usually within the bottom quartile of the range). The City of Rolling Hills Estates (pop. 8,000), located on the beautiful Palos Verdes Peninsula in southwest Los Angeles County, is seeking a hands-on manager to administer the City's Finance Department. Under general supervision of the City Manager, the Finance Director is directly responsible for the effective administration and management of all aspects of the City's Finance Department including financial planning, internal auditing, budget preparation/administration, general accounting functions, payroll, purchasing, fixed assets inventory, and business licenses. The successful candidate will have a Bachelor's Degree in Finance, Accounting, Economics or a related field (Master's Degree is desirable), and four years progressively responsible experience in an accounting or finance position with at least two years in a supervisory position. Apply by January 15, 1999. To obtain an application package, contact the City of Rolling Hills Estates, 4045 Palos Verdes Drive North, Rolling Hills Estates, CA 90274, (310) 377-1577. EOE

ACCOUNTING MANAGER- City of South Lake Tahoe, CA \$44,952-\$54,636/year. City paid PERS (2% @ 55). Equivalent to BA/BS from accredited college or university in public admin. finance, accounting or related field required. Final filing date: 11/18/98. Submit cover letters/resumes to Human Resources, 1052 Tata Ln., So. Lake Tahoe, CA 96150. For more information: (530) 542-6050. ADA/AA/EOE.

ASSISTANT MANAGER - Accounting Services, Class 1824 Principal Administrative Analyst (\$61,596 - \$74,855 Annually). SF Dept. of Public Works seeks pro-active individual w/extensive supervisory & administrative skills to manage accounting unit. Duties: supervising accountants, reconciling complex financial accounts & coordinating audits involving knowledge of capital, grant & government accounting. MQs: BA+6yrs. exp or Acct/Fin BA+5yrs exp. or MS+4yrs exp. For job announcement & application, contact Personnel Office @ (415) 554-6000 or apply in person @ 875 Stevenson St. Rm. 470, SF. Deadline date: 11/23/98.

INTERNAL AUDITOR - City of Ontario, \$3,757-\$4,586 per mo. plus City paid PERS. Conducts internal audits of both inter and intra-departmental fiscal affairs, systems and procedures to determine compliance with City financial control and sound management practices and to ascertain the reliability and quality of accounting and other data developed with the established reporting systems. BA/BS degree in business or public administration, accounting or a closely related field; 3 years of auditing experience with knowledge of advanced accounting and auditing procedures and techniques; and Class C CA driver's license required. MA degree and Certified Internal Auditor designation are desirable. Apply by 11/27/98. No postmarks accepted. Apply at Ontario Personnel Department, 303 East B St., Ontario, CA 91764. 909/391/2580. AA/ADA/EOE

FINANCE DIRECTOR - San Ramon Valley Fire Protection District. Sal: \$78,144-\$95,256. Seeks experienced, personable, highly competent self-starter to fill newly created position. District serves pop. of 100,000 (150,000 daytime) in 150 sq. mile area of Contra Costa County in East Bay. Headquartered in San Ramon. FD will be responsible for helping to develop & administer the annual budget (currently \$22 million), making investments for District & overseeing accounts payable & payroll for 165 employees. BA degree required (Master's preferred), plus substantial experience in financial administration. FFD 12/4/98. Detailed brochure avail. Resume, cover ltr, curr sal and 3 work-related references to Shannon Associates, 1601 Response Road, Suite 390, Sacramento, CA 95815. Tel: (916) 567-4280. Fax: 567-1220. Email: resumes@shannonassoc.com.

ACCOUNTANT-City of Jackson, \$36,288 - \$44,148. Responsible for financial management system, financial reports, and assistance with preparation of the Annual Budget. Supervises account clerks and reports directly to the City Manager. Requires a degree in accounting, business, or related field with at least 12 course hours in accounting, and two years governmental accounting experience with supervision. Excellent benefits. Call (209) 223-1646 for application and job announcement. Completed City application and resume must be received by the City of Jackson by 5:00 pm Friday, November 30, 1998. Postmarks or faxes will not be accepted.

ACCOUNTING OPERATIONS

MANAGER-City of El Cajon (San Diego County) CA - Salary: Up to \$67,988. Plans, coordinates and manages the accounting division of the Finance Department. Requires at least five years accounting experience in municipal or other non-profit finance, including receivables, payables, payroll, audits and computer usage. One year supervisory experience is required. Bachelor's in Accounting, Business Administration or a related field; CPA certificate and/or Master's degree is desirable. Apply by 5:00 p.m. on Friday, November 13, 1998. Postmarks are not acceptable. City application and resume required. Apply at: City of El Cajon, Personnel Department, 200 E. Main Street, El Cajon, CA 92020. Phone (619) 441-1671.

FINANCE DIRECTOR/CITY

TREASURER - City of La Puente, California. Salary: \$5,252-\$6,384/mo. plus excellent benefits. The City of La Puente, population 40,000, is recruiting for a Finance Director/City Treasurer. The ideal candidate will be an experienced professional capable of supervising the City's Finance, Treasury, Accounting and Purchasing operations. The Finance Director is responsible for overseeing the City's Annual Budget and directing the operations of the Finance Department. The ideal candidate will have a thorough knowledge of governmental accounting practices and procedures, budgeting and control, accounting, auditing, financial reporting, cash management and treasury functions. Qualifications include Bachelor's Degree in accounting finance, business, public administration or related field, supplemented by five years of related, progressively responsible experience. To apply, qualified candidates must submit a completed City application from and resume to the City of La Puente, 15900 E. Main Street, La Puente, CA 91744, attention Administrative Services Director by 12/30/98. This position is appointed by the City Council from a list of up to three finalists recommended by the City Manager. To request a recruitment brochure or additional information, please call (626) 855-1500.

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