



## President's Message

Mary Bradley, Director of Finance, City of Sunnyvale

Happy New Year!

It appears that most of us survived January 1, 2000 without being bitten by the "millennium bug." Congratulations!

The year 2000 is shaping up to be a very interesting one on a number of fronts. As Finance professionals we have a number of opportunities and a number of challenges before us, both inside of CSMFO and outside.

### CSMFO Annual Conference

The time is rapidly approaching for our upcoming annual conference! The theme this year is "Expanding Horizons in Government Finance," and it will be held in beautiful downtown Pasadena February 27 – February 29, 2000. By now, all of you have received your registration packets and have seen the wonderful array of sessions offered for our education and information. A pre-conference training seminar on "Leadership for the New Millennium" conducted by Art Lange is also being offered. Finally, rumor has it that a number of fun events will be taking place, including an opening reception at the Cal Tech

Athenaeum and a Roaring 20s Banquet on Monday night. ("An Evening of Flowing Champagne, Flappers, and Mystery!!!!") Representatives from GFOA and the state associations in Oregon, Washington, Alaska, and British Columbia will be attending and sharing their experience with us. Jay Goldstone, the 2000 Seminar Host Chair, tells me that registration is already brisk and a number of vendors have signed up for the vendor fair. Don't miss this opportunity for education, information, networking, and fun! We'll see you in Pasadena.

**January 2000**

Remember to register for your hotel reservations for the seminar by January 29th. For DoubleTree: 800/222-8733; Hilton: 626/577-1000

### Budget Training

Another excellent educational opportunity is being offered in 2000 by CSMFO's Budgeting and Management Reporting Committee. Anita Lawrence, Director of Finance for the City of Camarillo, will be conducting a comprehensive training program called "How to Develop An Award Winning Budget" at six locations throughout the State in February. These classes are designed to help

*continued on page 4*

## What's inside ...

|                                       |   |
|---------------------------------------|---|
| President's Message .....             | 1 |
| Chapter Corner: Central Valley .....  | 2 |
| California Infrastructure Bank .....  | 2 |
| CSMFO Website Down .....              | 3 |
| Statewide Seminars .....              | 3 |
| 2000 AICPA Outstanding Award .....    | 3 |
| Annual Seminar Contacts .....         | 3 |
| Chapter Meetings .....                | 5 |
| Mark Your Calendars .....             | 5 |
| Up the Ladder .....                   | 6 |
| Professional Services Directory ..... | 7 |

### Attachment:

- 1) Infrastructure & Economic Development Bank
- 2) How to Prepare (or Review) a CSMFO Award Winning Budget

*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](http://www.csmfo.org)

### Officers and Directors

|                        |                              |
|------------------------|------------------------------|
| <b>President</b>       | Mary Bradley<br>Sunnyvale    |
| <b>President-Elect</b> | Derek Hanway<br>Burbank      |
| <b>Past President</b>  | Howard Longballe<br>Alhambra |
| <b>Secretary</b>       | Frances Medema<br>Sacramento |

### Directors

Bill Statler, San Luis Obispo  
Barbara Underwood, Vista  
Don Rhoads, Monterey  
Jerry Rogers, Riverside  
Tim Hansen, San Leandro  
Paul Arevalo, West Hollywood

### Committees

#### Administration

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

#### Annual Seminar

Dennis Danner, Newport Beach  
Tim Hansen, San Leandro  
Howard Longballe, Alhambra  
Stan Lindsay, Consultant

#### Budgeting and Management Reporting

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

#### Career Development

Jesse Takahashi, Campbell  
Carolyn Dominguez, San Luis Obispo  
Jerry Rogers, Riverside

#### Debt and Treasury

Zane Johnston, Tracy  
Bradley Grant, Merced  
Bob Biery, Thousand Oaks

#### Intergovernmental Relations

Robert Torrez, Long Beach  
John Guthrie, San Jose  
John deRussy, San Mateo

#### Professional and Technical Standards

Karen Brust, San Diego County Water  
Authority  
Genie Roberts, Temecula  
Larry Hurst, Brea

#### Technology

Paul Arevalo, West Hollywood  
Mark Alvarado, Monrovia  
Bill Statler, San Luis Obispo

#### Scholarship/CFO Program

Ken Nordhoff, San Rafael  
Candis Hong, Thousand Oaks  
Bob Leland, Fairfield

## Chapter Corner: Central Valley

Janet Salvetti, Finance Officer, City of Stockton

The Central Valley chapter is located in the Big Valley region of California. The area is known for its agricultural production and its wonderful, variable seasons. The Chapter membership comes from several counties including Calaveras, Madera, Merced, San Joaquin, Stanislaus, Tuolumne, and the City of Galt in Sacramento County. Twenty-six cities belong to the Chapter as it extends as far north as Galt and south to Merced.

In staying with tradition, during the last year, our Central Valley Chapter has held bi-monthly luncheon meetings. The meetings are hosted by member cities on a voluntary basis. This year the meetings were held in Stockton, Lodi, Galt, Escalon, Tracy and Modesto. In all cases the meetings were held in locations that gave the City an opportunity to showcase their City's development and growth.

The meeting in Stockton was held at the Brookside Country Club, which is one of Stockton's newly developed gated golf course communities. Lodi hosted their meeting at the Hutchins Street Square that is an exemplary renovation project; Galt, Escalon and Tracy showcased great restaurants in their area. Our last meeting of the year was hosted by the City of Modesto and was followed by a tour of their new 10<sup>th</sup> Street Place Building. The Redevelopment project includes a new Cineplex, shops and County and City offices. Truly a project to be proud of.

Speaking of proud, the City of Stockton was awarded the National Civic League's 1999 All-America City title, an honor that was a crowning accomplishment along with the opening of the waterfront Weber Point Event Center. Stockton, like many cities in the Central Valley has much to be proud of as 1999 comes to a close.

As we enter the new year and millennium, the Central Valley cities are certainly postured for more exciting changes! Leading our Chapter into the new millenium will be Melinda Wall, Finance Director from Los Banos.

## California Infrastructure Bank Accepting Applications

The Bank has finalized the procedures and criteria for the low cost infrastructure loan program and is now prepared to accept applications to begin releasing \$375 million of the \$450 million it has available. The governing board went through an extended process to gather public input on the priority criteria to rank projects for funding. City officials and the League of California Cities participated in the discussions to ensure a fair process. See the attached flyer and refer to the Bank's website <http://commerce.ca.gov/ciedb> for more information.

## CSMFO Website Down – Can't Even Blame Y2K!

The website was not taking a holiday break and Y2K glitches were not the cause of the frequent disappearance of CSMFO from the Internet. Always on the alert, the CSMFO Webmaster traced the problems to the Internet service provider. To eliminate on-going problems with both the website and group e-mail list, CSMFO is now with a new provider. This transition occurred during the first week of January. Your e-mail will automatically transfer over so you should continue to receive e-mail messages. However if you discover you start missing CSMFO mail, go to the website [www.csmfo.org](http://www.csmfo.org) and resubscribe to the list. Don't forget to visit the website for valuable resources and past surveys conducted over the group list.

## Statewide Seminars to be Held in February 2000

### How to Produce (or Review) an Award-Winning Budget

This three-hour seminar will provide the basics for preparing a budget that qualifies for a CSMFO Budget Award. It is also designed to provide the CSMFO Budget Reviewers with the tools they need to successfully and efficiently review budget documents. The seminar will focus on "Operating" and "Capital" Awards, but will also provide a review of the "Public Communications" and "Innovations in Budgeting" Awards. Look for times, dates and locations in this issue of the CSMFO Newsletter.

## 2000 AICPA Outstanding CPA in Government Award

Pamela M. Green, Project Manager, Industry & Management Accounting

The American Institute of Certified Public Accountants (AICPA) is now accepting nominations for the 2000 AICPA Outstanding CPA in Government Award. The deadline for nominations to be considered for the 2000 award is April 3, 2000. The award will be presented at the AICPA's 17<sup>th</sup> Annual National Governmental Accounting and Auditing Update Conference, August 15-17, 2000, in Washington, DC.

If you have any questions or require further information, please contact Emanuela Limandri at 212/596-6157 or via e-mail at [elimandri@aicpa.org](mailto:elimandri@aicpa.org).

## Annual Seminar Contacts and Information

For questions, call or e-mail the following individuals:

**Exhibitors' Booths:** John Adams at 323/848-6513 or [jadams@ci.west-hollywood.ca.us](mailto:jadams@ci.west-hollywood.ca.us)

**Conference Registration:** Roger Espiritu at 916/658-8257 or [citybook@cacities.org](mailto:citybook@cacities.org)

**Conference Program and Accommodations:** Rhonda Graves 626/744-4301

Julie Guitierrez 626/744-4217 or  
[guitierrez@ci.pasadena.ca.us](mailto:guitierrez@ci.pasadena.ca.us)

Jay Goldstone 626/744-4350 or  
[jgoldstone@ci.pasadena.ca.us](mailto:jgoldstone@ci.pasadena.ca.us)

### Important Dates to Remember

**Early Registration Deadline:** Exhibitors' booths December 10, 1999

Early conference registration January 14, 2000

**Late Registration:**

After February 11, fax registration form to 916/658-8220, attention Roger Espiritu, and bring check with original registration form to seminar to facilitate on-site registration.

## President's Message, *continued*

finance officers prepare their budgets according to CSMFO and other standards. Anita is firming up the logistics with cities that have volunteered to host the sessions and will be letting us know the arrangements in the near future.

We all owe a tremendous thank you to Anita for volunteering to undertake this time-consuming project. She certainly is an example of what makes our organization so strong!

## CSMFO Board Meeting, December 1999

I would like to report to you two important issues discussed at our recent Board of Directors meeting, held prior to the League's Financial Management Seminar in Monterey in December.

The subject of the nomination and election process for CSMFO Board positions was discussed at some length. The basic issue is how the nominating process works and how to identify and encourage members who have been active in the organization and may be interested in serving. The Board reviewed the nominating processes of other associations, including GFOA, the League, the National League of Cities, and the other State groups. It is clear that many of these organizations are facing the same question and concern, namely how to make the Board inclusive while finding qualified and interested members willing to serve. The Board concluded that the nominating process should be started earlier to allow an expanded solicitation of interested members, including input from the Chapter Chairs. A task force was formed to review the

policies and procedures for the nominating committee, the selection process, and set minimum standards for candidates. This group will be working over the next several months and will be reporting back to the Board and the membership in time for the next election process.

A subject topic of extensive discussion was GASB 34. As you will recall from prior articles, a task force headed by Derek Hanway has been diligently working on developing a CSMFO position on this issue. Three positions were prepared by task force members: "GASB 34 is a good idea," GASB 34 is a bad idea," and "We don't agree with GASB 34 but we should implement it anyway." Responding to the task force's recommendation that the Board should take a formal position, a spirited debate ensued and the third approach was adopted as a draft position. We are extremely fortunate that we have had a group of volunteers who are willing to do a GASB 34 "demonstration project" to help us understand the impacts that the statement may have when implemented. Zane Johnston, Director of Finance in Tracy, along with the CPA firm of Maze and Associates and the engineering firm of Berryman & Henigar, is busily recreating Tracy's FY 1998/99 CAFR to the new reporting model to test how the new statement works and what might be the consequences. These brave pioneers expect to have this work completed by the time of the 2000 Annual Conference and results will be reported at the February Board meeting. Meanwhile, the draft position will be released to the members on the CSMFO website and will be sent with the February Mini-News. I want to extend a very heartfelt thanks to Zane, Scott Maze, and Joe Francisco for being willing to put in so much work on our behalf so

that we can thoroughly understand GASB 34 and come to an informed conclusion. I know that we all eagerly anticipate the results!

## CSMFO Elections for 2000

Ballots for the recent CSMFO Board election were counted in December after the Board meeting, and I am pleased to report the following results:

President-Elect: Bill Statler,  
San Luis Obispo

Board member – North:  
Ken Nordhoff, San Rafael

Board member – South:  
Dennis Danner, Newport Beach

Congratulations to these people, who will take their offices at the February Board meeting prior to the Annual Conference in Pasadena.

## GFOA State Representatives

I am pleased to report that we have a very able volunteer for the position of Northern California representative to GFOA. Tim Hansen, Finance Director of San Leandro, has agreed to take this assignment. Tim, as most of you know, is currently on the CSMFO Board and has a long history of participation at both the state and national levels. Thanks Tim!

## They're Baaaackk.

Finally, don't forget that January 3 marked the opening of the Legislative Session. As before, we need to pay close attention to what is happening in Sacramento, and I would encourage you all to read the League Legislative Bulletin and visit our e-mail group list to stay current and involved.

## Chapter Meetings

Please fax or e-mail  
your meeting  
announcements  
to  
**Mai Nguyen**  
at  
(916) 658-8240 or  
[nguyenm@cacities.org](mailto:nguyenm@cacities.org)

### San Gabriel Valley

**Josh Betta, Financial Services Manager,**  
**City of Monterey Park, Chapter Chair**

**Date:** Wednesday, January 19, 2000  
**Time:** 11:00 A.M. to 1:30 P.M.  
**Place:** Wyndham Garden Hotel,  
Monrovia, CA  
**Spkr1:** Lloyd de Llamas, Hinderliter de  
Llamas  
**Topic:** "E-Commerce and its Impacts on  
Sales Tax Revenues"  
**Spkr2:** Diehl Evans & Co., CPA's  
(tentative)  
**Topic:** "Year End Tax Reporting Issues"  
**Rsvr:** City of Monterey Park  
626/3071350

### San Diego County

**Kathleen McHorney, Accountant, City of  
Santee, Chapter Chair**

**Date:** Thursday, January 20, 2000  
**Time:** 11:30 A.M. to 1:30 P.M.  
**Place:** San Diego Marriott - La Jolla  
4240 La Jolla Village Drive,  
La Jolla, CA 92037  
**Spkr:** Luke Mazur, Chief Investment  
Officer, Highmark Capital Manage-  
ment, Inc.  
**Topic:** Providing an economic forecast for  
2000 and the coming five years.  
**Rsvr:** Cheryl de Geus, City of Encinitas  
[cdegeus@ci.encinitas.ca.us](mailto:cdegeus@ci.encinitas.ca.us),  
760/633-2643

### Coachella Valley

**Stephen Compton, Chapter Chair**

**Date:** Friday, January 21, 2000  
**Time:** 11:30 to 1:00 p.m.  
**Host:** City of Rancho Mirage  
**Place:** Rancho Mirage Country Club -  
"The Cove Room," 38-500 Bob  
Hope Drive (corner of Bob Hope &  
Frank Sinatra)  
Rancho Mirage, CA 92270  
760/328-1444  
**Menu:** Medallions of Chicken Breast w/  
Piccata Sauce -or- Roast Beef  
Topped w/Mushroom Sauce  
served with house salad, rolls w/  
butter, vegetables, chef's choice of  
dessert, and either coffee or ice tea.  
**Cost:** \$15.00 per person  
**Spkr:** Ken Al-Imam, CPA  
Partner - Conrad & Associates LLP  
**Topic:** "GASB 33 - New Revenue  
Recognition Rules"  
**RSVP:** No later than Friday, January 14  
with lunch selection (Reservations  
not cancelled by this date will be  
billed). For further information, call  
Virginia Ortega at 760/770-3207

### Buena Park

**Stephen Dunn, Director of Finance/  
Treasurer, City of Buena Park, Chapter  
Chair**

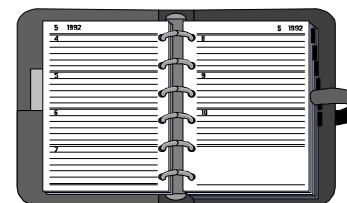
**Date:** Thursday, January 27, 2000  
**Time:** 11:30 A.M. to 1:30 P.M.  
**Place:** Turnip Rose  
**Spkr:** Robert A. Kleinhenz, PhD  
California State University,  
Fullerton  
**Topic:** An economic outlook for 2000  
**Rsvr:** Maria Mendoza, 714/562-3711

### Central Valley

**Melinda Wall, Finance Director, City of  
Los Banos, Chapter Chair**

**Date:** Thursday, January 20, 2000  
**Time:** 12:00 P.M.  
**Place:** Espana's Restaurant  
1460 E. Pacheco Blvd.  
Los Banos, CA  
**Host:** City of Los Banos

**Spkr:** Tom Skinner  
Valley Planning Consultants  
**Topic:** Developer Fees  
**Rsvr:** Lucy Mallonnee 209/827-7000  
ext. 24



## MARK YOUR CALENDARS

CSMFO Annual Seminar  
February 26-29, 2000  
Pasadena, CA

CMTA Annual Seminar  
April 24-28, 2000  
Concord, CA

GFOA Annual Conference  
June 11-14, 2000,  
Chicago, Il. For more  
information about the  
conference, please contact  
GFOA at 312/977-9700  
or e-mail [conference@gfoa.org](mailto:conference@gfoa.org)

### CSMFO Mini-News

1400 K Street, Suite 400  
Sacramento, CA 95814  
(916) 658-8210  
Fax: (916) 658-8240  
E-mail: [nguyenm@cacities.org](mailto:nguyenm@cacities.org)  
Website: [www.csmfo.org](http://www.csmfo.org)

## Up the Ladder

**ASSISTANT DIRECTOR OF FINANCE** - \$4,887 - \$5,960/mo. + generous benefit package. The City of Azusa seeks a dynamic team member to assist in city-wide budget development, financial and cost analysis, forecasting, business planning, and financial reporting. The ideal candidate is a visionary with the big picture in mind; a problem solver; an innovative thinker with strong technical and motivational skills to assist in the leadership of a staff of 10. Azusa is a diverse, progressive and growing community of 45,000 with an annual budget of \$85 million (including electric and water utilities). The Finance Dept provides key advice to the City's Council, Manager, Departments and the Public. The Ass't must be committed to providing the highest quality of customer service. Qual. guidelines: college grad with major course work in accounting, economics, business, or a closely related field; any combination of recent experience and training equivalent to 5 yrs of progressively responsible professional experience in local governmental accounting and finance (budget, analytical and financial management) including at least 1 yr as supervisor. MBA, MPA or CPA desirable. Add'l info & application 626/812-5241. File by January 27, 2000. Web site: <http://www.azusa.ca.gov>. EOE

**ACCOUNTANT II** - Santa Cruz, CA. Salary: \$4,061 - \$5,182/mo., plus excellent management benefits. Responsible for performing external and internal audits, and special projects as assigned. Typical qualifying experience: B.A. in accounting, finance, business, economics or related field and two years of professional accounting experience. Apply by 2/11/00. For required application materials contact: City of Santa Cruz Personnel Dept., 337 Locust St., Santa Cruz, CA 95060, 831/420-5040, TDD: 800/735-2929, [www.ci.santa-cruz.ca.us/ps](http://www.ci.santa-cruz.ca.us/ps). EOE/ADA.

**ACCOUNTANT** - Santa Rosa, CA. Salary: \$4412 - \$5369/mo. One vacancy, Financial Reporting Section, Administrative Services Dept. Performs wide range of prof. Accounting work, e.g., preparing financial statements, reviewing fiscal records, monitoring financial transactions, providing budgetary control for assigned funds and City departments. Requires knowledge of principles of accounting and financial administration for

large, multi-faceted organization and of automated accounting applications; ability to prepare a variety of financial statements, perform financial analyses, make budget projections, and communicate effectively, orally and in writing; sufficient prof. Accounting exp. to demonstrate possession of required knowledge and abilities; and equiv. to a BA degree with major work in accounting or a closely related field. Final filing date: 2/2/00. City application, supp. Questionnaire required. Obtain materials from: City of Santa Rosa Human Resources Department, Rm. #1, 100 Santa Rosa Ave., Santa Rosa, CA. 707/543-3060 (voice), 707/543-3063 (TDD). An equal opportunity employer.

**PURCHASING SUPERVISOR** - Corona, CA. Salary: \$4,109 - \$5,016/month with excellent benefits. The City of Corona is located in the heart of Southern California, and is one of the fastest growing cities in Riverside County with a current population of 110,000 people. The Purchasing Supervisor reports to the Director of Finance, and is responsible for the centralized purchasing of materials, supplies, services and equipment. The candidate would also provide technical support, information and assistance to City departments in purchasing and development of standards and specifications. Min qual: grad from a college or univ; w/major in business admin, public admin or related field; & 3 yrs of respexp in purch of supplies, materials, services and equip, pref in a public agency. Apply at City of Corona, HR Depart, 815 W. Sixth St., Rm. 113, Corona, CA 91720. Closing date by 5:00 P.M., Fri., Jan. 28, 2000. Job line: 909/736-2205. Website: [www.ci.corona.ca.us](http://www.ci.corona.ca.us). EEO

**FINANCE SPECIALIST** - The San Ramon Valley Fire Protection District, CA. Salary: \$3,668 - \$4,460. The district is establishing an eligibility list for the position of Finance Specialist. The district invites skilled, motivated and talented applicants. This position is responsible for a wide variety of technical duties involving payroll, accounting and financial analysis. The typical tasks include payroll processing, reconciliation, accounts receivable and fixed asset management. Prospective candidates are encouraged to apply. For an application and a complete job announcement, contact San Ramon Valley Fire Protection District, 1500 Bollinger Canyon Road, CA 94583, 925/838-6600. Final filing date: 5 P.M., January 13, 2000. The district is an Equal Opportunity Employer.

**ACCOUNTING MANAGER** - La Quinta, CA. Salary: \$4480 - \$4445/mo., plus generous benefit package. Under general direction of the Finance Director, the Accounting Manager is responsible for the day to day operations of the city's Finance Division. Oversees payroll function; maintenance of the general ledger; prepares and oversees preparation of all financial statements, financial reports and annual reports to the state. Administers revenue programs. Oversees and arranges the operation of the city's computerized financial and accounting systems, including research of applicable software. Manages the city's information processing systems. Requirements: bachelors degree from an accredited college or university with major course work in accounting and 4 years of experience in municipal government accounting with at least one year of supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. MIS experience desirable. Closing date: February 11, 2000. City application required - no facsimiles. City of La Quinta, 78-495 Calle Tampico/P.O. Box 1504, La Quinta, CA 92253-1504. Phone 760/777-7035, fax 760/777-7101, Website: [www.la-quinta.org](http://www.la-quinta.org).

**ADMINISTRATIVE SERVICES DIRECTOR** - Dublin, CA. Salary range is \$89,556 - \$111,948, plus an outstanding benefits package including retirement medical plan. Strategically located in the Tri-Valley region, the City of Dublin (pop. 28,707) is in the midst of significant residential and commercial growth. This is an excellent career opportunity to join a progressive organization, partner with the city's Executive Management Team, and lead the divisions of Finance and Information Technology. The individual selected will have excellent management and leadership skills; a solid knowledge of municipal finance, cash/treasury management, budget development, and information technology; and the ability to grasp the big picture and implement systems to address future needs. Excellent oral and written skills are required. Bachelor's degree required with major course work in finance, accounting, business or public administration; master's preferred. To apply for this outstanding career opportunity, please send your resume to: Bobbi Peckham, DMG-MAXIMUS, 4320 Auburn Blvd., Suite 2000, Sacramento, CA 95841, or e-mail

*continued on the next page*



## Up the Ladder, *continued*

recruit@dmg.maxinc.com. Call 916/ 485-8102 to request a detailed brochure. Final filing date: January 31, 2000.

**MONTE VISTA WATER DISTRICT - MANAGER OF FINANCE AND ADMINISTRATION** - Montclair, CA. Salary: \$70,000 - \$90,000. The District contains approx. 6,120 acres (9.56 sq. miles) & serves a population of about 4,200. The current water demand is approx. 11,200 acre-feet per year (238 gallons per capita per day). The District employs about 32 non-union employees & has a FY99/00 operating & capital budget of \$16.2 million. The position receives administrative direction from the General Manager & has direct fiduciary responsibility to the 5-member Board of Directors. He/She exercises direct supervision within the Finance/Administration Department. Desire a bachelor's degree in relevant field (master's preferred) & 7 years of increasingly responsible financial "management" experience, including 5 years of supervisory or lead responsibility. Any combination of experience & training that would likely provide the required knowledge & abilities is qualifying. For more information, go to [www.dmgmaximus.com/recruit](http://www.dmgmaximus.com/recruit). Send resumes immediately to DMG-MAXIMUS, 1800 Century Park East, #430, Los Angeles, CA 90067, FAX: 310/552-1113, or e-mail: [searchla@dmg.maxinc.com](mailto:searchla@dmg.maxinc.com). EEO/ADA.

**ACCOUNTING DIRECTOR** - is responsible for planning, organizing, staffing, directing and controlling the General Accounting, Accounts Payable, and Student Accounting/Cashiers departments. Responsible for managing the entire accounting system and for overseeing the preparation of financial reports and manages the day-to-day activities of staff consisting of professional and clerical personnel.

Establishes and implements new or revised accounting policies and procedures; formulates goals and priorities in assigned areas; studies proposed changes in laws, organization procedures and policies; oversees the collection, recording, processing, consolidation, and distribution of financial and statistical reports, statements and summaries; interprets laws, regulations, and procedures; assists administrators and end users in resolving accounting prob-

lems; and represents the university to external organizations. An important element of the job function is the preparation of the University's financial statements in conformity to generally accepted accounting principles.

The University is in the beginning stages of implementing PeopleSoft applications. The Director of Accounting will ensure that all work processes and control procedures are in place in preparation for the conversion; will work closely with the team and serve as a coordinator and resource person in matters relating to accounting, disbursement, and cashing.

**Qualifications:** A bachelor's degree from an accredited university with a major in accounting, business administration, economics, finance, or a closely related field. An MBA and/or CPA is strongly desired. A minimum of four years of professional accounting experience, including three years in a management capacity. Extensive knowledge of GAAP and governmental accounting methods and related rules, regulations and procedures.

**Experience** with management of student aid accounting and cashing functions. Experience working in a university setting using FRS, Banner, and PeopleSoft is preferred. Demonstrated knowledge and experience in personnel management and supervision.

**Compensation:** Compensation will be commensurate with qualifications and experience

**Application:** All candidates must submit a 1) completed university application, 2) resume, 3) letter of application which will include a narrative detailing how the candidate satisfies the position qualifications, and 4) the names, titles, addresses and telephone numbers of three references who can provide current assessments of the candidate's qualifications for the position.

For information, please call 909/869-3733, Cal Poly University, Pomona, Bldg. 98, B1-20, 3801 W. Temple Ave., Pomona, CA 91768. Visit our website at <http://www.csupomona.edu/~hr>. AA/EOE/ADA

## Professional Services Directory

To place your city's ad in the Mini-News call Mai Nguyen at 916/658-8210 or e-mail [nguyenm@cacities.org](mailto:nguyenm@cacities.org)