

# mini-NEWS

*Dedicated to Excellence in Municipal Financial Management*

**July 2000**

**2000-2001 budget  
awards and reviewers  
applications are now  
available on line at  
[www.csmfo.org](http://www.csmfo.org)**

## President's Message

Derek Hanway, Financial Services Director, City of Burbank

It only seems like yesterday since I wrote last month's column. Time does fly when you are having fun. By now we all should be recovering from the annual budget cycle. Hopefully by the time this article is published, the State will have adopted its budget. We all need to monitor the State and Local Fiscal Reform Conference Committee and its actions as it allocates the \$200 million set aside for local government fiscal reform.

### GFOA CONFERENCE

I attended the GFOA Conference in Chicago. Even though the theme of the conference was "e-Volving in a Cyber World," the GASB 34 sessions were the most popular ones. CSMFO GASB 34 Implementation Task Force will glean any valuable information from the conference in its final product.

During the conference Mary Bradley, Bill Statler, Tim Hansen, and I had the opportunity to meet with GFOA Training Director, Cathy Floyd, to discuss future GASB 34 training in California. Some of the topics discussed are as follows:

1) CSMFO has a great interest in establishing satellite locations across the state to approximate our chapter organization. We are trying to get about 22 permanent sites within relatively easy driving distance of every member. We intend to use these locations to "receive" the three GFOA standard satellite broadcasts each year as well as any other broadcasts of topical interest. We understand that the three standard offerings are a GAAP update in November, a March session on Emerging Technologies, and a September session featuring Innovations in Public Budgeting.

2) GFOA is adding one day of GASB 34 training for the August Sacramento programs. GFOA is also offering GASB 34 training in January in Long Beach.

3) CSMFO annual conference in San Jose, on February 24, 2000, will feature GASB 34 as a "pre-conference seminar." We have invited Stephen Gautier to attend the conference and naturally do some programs, along with his standard one-day training.

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#### Attachments:

- 1) 2000-01 Budget Awards Program
- 2) Budget Reviewers

*The Mini-News is your  
newsletter! Take  
advantage of our  
monthly publication by  
sharing with us your  
ideas. CSMFO is  
always seeking inputs  
from all members on  
topics in any department  
section.*

*Do not forget to visit  
the web site at  
[www.csmfo.org](http://www.csmfo.org) for the  
latest news!*

## California Society of Municipal Finance Officers

### Officers and Directors

<b>President</b>	Derek Hanway Burbank
<b>President-Elect</b>	Bill Statler San Luis Obispo
<b>Past President</b>	Mary J. Bradley Sunnyvale
<b>Secretary</b>	Frances Medema League of CA Cities

### Directors

Don Rhoads, Monterey  
Jerry Rogers, Riverside  
Tim Hansen, San Leandro  
Paula Chamberlain, Pomona  
Dennis Danner, Newport Beach  
Ken Nordhoff, San Rafael

### Special District

**Liaison** Karen Brust  
San Diego Water Authority

### Committees

#### Administration

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

#### Annual Seminar

Dennis Danner, Newport Beach  
Ron Bosworth, Santa Rosa  
Howard Longballa, Alhambra  
Stan Lindsay, Consultant

#### Budgeting and Management Reporting

Anita Lawrence, Camarillo  
John Cuevas, Big Bear Lake  
Tim Hansen, San Leandro

#### Career Development

Jesse Takahashi, Campbell  
Carolyn Dominguez, San Luis Obispo  
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#### Debt, Retirement and Treasury

Zane Johnston, Tracy  
Bradley Grant, Merced  
Robert Torrez, Long Beach

#### Intergovernmental Relations

Gary Nordquist, Fontana  
Janet Salvetti, Stockton  
Bob Leland, Fairfield

#### Professional and Technical Standards

Genie Roberts, Temecula  
Bret Plumlee, El Segundo  
Larry Hurst, Brea

#### Technology

Mark Alvarado, Monrovia  
David Bass, Lake Forest

#### Scholarship/CFO Program

Ken Nordhoff, San Rafael  
Candis Hong, Thousand Oaks  
Barbara Underwood, Vista

## Chapter Corner: East Bay (S.F.)

Rich Ricci, Chapter Chair, Director of Finance, City of Pleasant Hill

The San Francisco East Bay Chapter covers an area north of San Francisco and includes fourteen cities located in Alameda County and eighteen cities located in Contra Costa County. We schedule luncheon meetings every two months at the H.S. Lordship's Restaurant in the Berkeley Marina. The location is central to most CSMFO members and the quality of the food service keeps us coming back.

CSMFO co-hosts the meetings with CMTA. Both groups have benefited from this cooperation with gains in our meeting attendance and a lively exchange of ideas between two allied professions. In addition to our municipal members, our chapter includes a strong contingent of special districts, CPA's, investments consultants and banking representatives.

The meetings begin at 9:00 A.M. and end around 1:30 P.M. Our format allows for some socializing before the meeting plus two speakers or panels; one topic will address treasurer's issues and the second provides a discussion related to finance. Some recent topics included Implementing GASB 34, Fraud Investigations, E-Commerce and the Impact on Sales Taxes, the Federal Reserve – Then and Now.

I have served as Chapter Chair for the past five years. Although I am proud of this exalted position I continue to be vigilant in my search for a successor. Any volunteers is encouraged to call me at 925/671-5219.

## Demand for Government Accounting Training Continues

Jesse Takahashi, Career Development Committee Chair, Accounting Manager, City of Campbell

Jim Ruane, with the Orange County Fire Authority in Southern California and Joan Streit, with the city of Albany in Northern California were recent hosts of the Introduction to Government Accounting course, aimed at providing front line staff with basic knowledge and concepts. There were approximately 88 participants between the two sessions, which consisted of finance, purchasing, budgeting and accounting administrative and clerical personnel. The sessions were instructed by local CPA firms of Moreland and Associates and Vavrinek, Trine and Day, respectively.

The training consisted of a combination of lecture, discussion and quizzes that kept the classes interesting. Look for future sessions of this class to be held later this summer and fall. Thanks again to our instructors, OCFA and city of Albany for hosting and coordinating these two successful classes.

## Sacramento Update

As this newsletter goes to print, the budget has been sent to the Governor for his signature and legislators are pushing to get their bills through policy committees by the July 7th deadline. Fireworks should be flying in Sacramento on July 5<sup>th</sup> as Senate and Assembly Local Government and Senate Revenue and Taxation Committees meet to review several bills of concern to local government.

### Budget Summary

The Legislature sent the Governor a \$100.8 billion package to fund government for another year. The Governor will sign the bill prior to the July 1st deadline. He is expected to make significant revisions to the spending plan and implementing trailer bills. So with a warning that the Governor has an endless supply of "blue pencils," here are the budget items that relate to local government:

- Local fiscal reform - \$200 million has been set aside for the State and Local Government Fiscal Reform Conference Committee to allocate. The committee has been meeting regularly and there is no indication when decisions will be reached.
- Road maintenance - \$400 million split between cities and counties with a maintenance of effort clause. An estimate of \$7.14 per capita is anticipated for this purpose.
- COPS/Juvenile Justice - \$242 million split between COPS and Local Juvenile Justice Treatment and Prevention Program. COPS funds will be distributed under current formula with a \$100,000 minimum per jurisdiction.
- California Law Enforcement - \$75 million equipment procurement funds with a minimum of \$100,000 per recipient.
- Equipment Program Library Funding (CLEEP) - \$15.3 million augmentation to a total of \$72 million in the Public Library Account.
- Flood Control Subventions - \$68 million to fund the state's share of local flood control projects paid by local agencies.
- Brownfield Mitigation - \$85 million for loans for toxic cleanup
- Park Bond Funding - budget includes the allocation of \$338 million in per capita formula for local priority park projects.

Don't forget these are subject to the Governor's "blue pencil." Look for updates on the group e-mail list and the League's Web site at [www.cacities.org](http://www.cacities.org).

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## Advancing Your Career

Applications and information on the CSMFO - USC program, *Developing Financial Leadership Capacities for the 21<sup>st</sup> Century*, are now available on the CSMFO Web site. This personal development program is a must for individuals interested in advancing their careers. Some scholarships are available. Contact the CSMFO office at 916/658-8210 for more information.

### GFOA Award: "Zero Based Management Review (ZBMR) Program"

GFOA awarded the city of San Diego an Award for Excellence in Management and Service Delivery. The city implemented a program of regular reviews of all city operations every five years using volunteer citizen review teams working with city department employees to ascertain if certain city functions 1) are within the scope of city goals and purposes; 2) should be done at all; 3) should be done the way they are currently being done; and 4) should be done where they are currently being done.

For more information, contact Jan Tiernery, Supervising Management Analyst, at 202 "C" Street, MS 8A, San Diego, CA 92101, 619/236-6882; fax 619/236-5584; [jpt@fm.sannet.gov](mailto:jpt@fm.sannet.gov).

## Revenue Survey – Don't Be Left Out

The *California Municipal Revenue Handbook* has long been a great source of information to new and old finance officials looking for information on local government revenue sources. Unfortunately, the publication has not been updated since 1995 and a lot has happened since then. In April, a two-page survey was sent to all city finance directors to help obtain current information on city revenues. Thanks to the cities listed below for completing and returning the survey. If your city is not listed, forms are available on the CSMFO ([www.csmfo.org](http://www.csmfo.org)) and the League ([www.cacities.org](http://www.cacities.org)) Web sites. The deadline has been extended to July 15th. Please act now.

Agoura Hills	Chowchilla	Fort Jones	Lincoln	Pacific Grove	San Clemente	Tehama
Alameda	Chula Vista	Foster City	Lodi	Palm Desert	San Diego	Temecula
Albany	Clayton	Fowler	Loma Linda	Palm Springs	San Dimas	Thousand Oaks
Alhambra	Coalinga	Fremont	Loomis	Palmdale	San Fernando	Tiburon
Alturas	Colfax	Fresno	Los Alamitos	Palo Alto	San Jacinto	Tracy
Amador	Colma	Fullerton	Los Altos Hills	Palos Verdes	San Jose	Truckee
American Canyon	Colton	Galt	Los Gatos	Estates	San Marino	Tulare
Anaheim	Colusa	Garden Grove	Madera	Paradise	San Rafael	Tulelake
Antioch	Compton	Glendale	Mammoth Lakes	Paramount	San Ramon	Turlock
Apple Valley	Concord	Grass Valley	Manhattan Beach	Petaluma	Sand City	Tustin
Arcata	Corning	Gridley	Manteca	Pico Rivera	Santa Ana	Twentynine
Arvin	Corona	Gustine	Marina	Pismo Beach	Santa Barbara	Palms
Atwater	Coronado	Half Moon Bay	Martinez	Pittsburg	Santa Clara	Upland
Auburn	Corte Madera	Hanford	Maywood	Placerville	Santa Clarita	Vacaville
Bakersfield	Costa Mesa	Hawaiian Gardens	Merced	Plymouth	Santa Cruz	Ventura
Baldwin Park	Crescent City	Hawthorne	Millbrae	Point Arena	Santa Fe Springs	Victorville
Beaumont	Culver City	Hemet	Milpitas	Pomona	Santa Maria	Villa Park
Bellflower	Cupertino	Hermosa Beach	Montebello	Port Hueneme	Santa Monica	Visalia
Benicia	Cypress	Hesperia	Monterey	Porterville	Santa Paula	Walnut
Berkeley	Dana Point	Highland	Monterey Park	Portola	Santee	Wasco
Beverly Hills	Davis	Hillsborough	Moorpark	Portola Valley	Sausalito	Waterford
Big Bear Lake	Del Mar	Holtville	Moreno Valley	Poway	Scotts Valley	Watsonville
Brawley	Desert Hot	Imperial	Morgan Hill	Rancho Palos	Seal Beach	West Holly-
Brentwood	Springs	Imperial Beach	Morro Bay	Verdes	Seaside	wood
Buellton	Diamond Bar	Irvine	Napa	Redlands	Sebastopol	West Sacra-
Buena Park	Dinuba	Kerman	National City	Redondo Beach	Selma	mento
Burbank	El Cajon	King City	Needles	Redwood City	Shafter	Westlake
Burlingame	El Cerrito	Kingsburg	Newark	Riverside	Solana Beach	Village
Calimesa	El Segundo	La Mirada	Newman	Rohnert Park	Soledad	Willows
Camarillo	Elk Grove	La Palma	Newport Beach	Rolling Hills	Solvang	Windsor
Campbell	Emeryville	La Puente	Novato	Estates	Sonoma	Winters
Carlsbad	Encinitas	Laguna Beach	Oakley	Rosemead	Sonora	Woodlake
Carmel	Etna	Lake Elsinore	Oceanside	Roseville	South San	Woodside
Carpinteria	Exeter	Lake Forest	Orange	Salinas	Francisco	Yorba Linda
Carson	Fairfield	Lakeport	Orange Cove	San Anselmo	Stanton	Yountville
Cathedral City	Folsom	Lakewood	Orland	San Bernardino	Suisun City	Yreka
Ceres	Fontana	Lancaster	Oroville	San Bruno	Sutter Creek	Yucaipa
Chino	Fort Bragg	Lemon Grove	Oxnard	San Carlos	Tehachapi	Yucca Valley

**President's Message, *continued***

4) GFOA is now re-doing the Intermediate Accounting video series, which should be available this fall. CSMFO previously purchased the set, which is used throughout the state, and we plan to purchase the new version.

5) The new Bluebook will be out after Labor Day, along with its companion volumes. We are all anxiously awaiting it and I am sure it will be on amazon.com's best seller list within a week!

**INTERGOVERNMENTAL RELATIONS COMMITTEE**

Last month, I reported the appointment of General Services Manager, Gary Nordquist, of the city of Fontana, as the new Intergovernmental Relations Committee Chair.

This month, I have appointed Finance Officer, Janet Salvetti, of the city of Stockton, as the vice-chair of the same committee. This committee is in the process of re-energizing and would appreciate any volunteers. Please give Gary (909/350-6676) or Janet (209/937-8360) a call, if you are interested in assisting with the activities of this committee.

**CSMFO BOARD NOMINATION PROCESS**

The board is reviewing the nomination process for board members and the president-elect. The objective of redefining the nomination process is to identify and encourage members interested in serving leadership roles in the organization. I was hoping that this item would have been completed for this month's newsletter; however,

this did not happen. We will post the new process on the CSMFO Web site some time during July. If you do not have access to the internet, please feel free to contact Frances Medema at the League office for a faxed copy.

**USC CFO TRAINING**

Now is the time to register for the *Developing Financial Leadership Capacities for the 21<sup>st</sup> Century* program presented by the University of Southern California, School of Policy, Planning, and Development. For a copy of the application, go to [www.csmfo.org](http://www.csmfo.org), or you may contact the CSMFO office at 916/658-8210.

**MARK YOUR CALENDARS**

**League of California Cities  
Annual Conference**  
September 7-9, 2000  
Anaheim, CA

**CSMFO Weekend Training**  
November 17-19, 2000  
Sacramento, CA

**CSMFO Annual Conference**  
February 25-27, 2001  
San Jose, CA

**CMTA Annual Conference**  
April 23-27, 2001  
Riverside, CA

**Sacramento Update, *continued*****E-Commerce and Internet Tax**

Both good and bad bills continue to work through the legislature related to the internet. Those that are still surviving include:

- AB 2412 – restricts businesses operating in the state from establishing a “dot.com” affiliate to avoid collection of sales tax. Support.
- AB 1784 – this bill extends the current moratorium on fees and taxes and was reduced from permanent to three years, still considered too long in this rapidly changing economy. Oppose.
- SB 1933 and SB 1949 – related bills that would establish a commission to study tax policy in the new economy and direct the Governor to participate in multistate discussions of sales tax simplification measures. Support
- AB 83 – this bill originally exempted screenwriters and artists with home-based businesses in Los Angeles from business license fees. The bill continues to change and move forward and now extends beyond artists, Los Angeles and home-based business. Oppose.

**Cap on Property Tax Shift**

Slowly but surely, SB 1637 continues to make its way through the Legislature. Senator Burton's bill would cap the property tax shift at the current level with any future growth distributed to local cities, counties and special districts. Next step for the bill is the Assembly floor prior to the end of August.

## Chapter Meetings

*Chapter meeting  
announcements are  
now available 24  
hours/7 days a week  
at [www.csmfo.org](http://www.csmfo.org)*

## Central Coast

Mike Compton, Chapter Chair,  
Administrative Services Director,  
City of Paso Robles

**Date:** Thursday, July 13, 2000  
**Time:** 12:00 P.M.  
**Place:** Rosa's Italian Restaurant  
**Rsvr:** Mike Compton @ 805/237-3999

## Central Valley

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

**Date:** Thursday, July 20, 2000  
**Time:** 11:30 A.M. to 1:00 P.M.  
**Place:** Pietro's, 1020 N. Main,  
Manteca, CA  
**Spkr:** Presentation by Rob Braulik,  
Senior Vice President, California  
Statewide Communities Development Authority. Mr. Braulik  
will speak on California Lease  
Purchasing Programs  
**Rsvr:** By July 17th, Sandra Villalobos  
@ 209/858-2860, ext. 273

## San Diego County

Kathleen McHorney  
Chapter Chair,  
Finance Manager, City of Santee

**Date:** Thursday, July 20, 2000  
**Time:** 12:00 P.M.  
**Place:** La Jolla Marriott  
4240 La Jolla Village Drive  
La Jolla, CA  
**Spkr:** Richard Babbe  
Public Financial Management  
**Topic:** To be determined  
**Rsvr:** Kathy McHorney  
@ 619/258-4100, ext. 142

## Inland Empire

Brent Mason, Chapter Chair,  
Controller, City of Riverside

**Date:** Thursday, July 20, 2000  
**Time:** 11:30 A.M. - 1:30 P.M.  
**Place:** Riverside Cask 'N Cleaver  
**Rsvr:** Nancy Corona or Patty Sanchez  
@ 909/826-5660

## Coachella Valley

Stephen P. Compton, Chapter  
Chair, Finance Director, City of  
Indio

**Date:** Friday, July 21, 2000  
**Time:** 12:00 - 1:30 P.M.  
**Place:** City Hall, 1515 6th Street,  
Coachella, CA 92236  
**Spkr:** Steve Robbins,  
Coachella Valley Water District,  
Coachella, CA  
**Topic:** "Growth/Water in the Coachella  
Valley"  
**Rsvr:** By Monday, July 17, 2000.  
Marisol @ 760/398-3502

## Redwood Empire

Jim McAdler, Chapter Chair,  
Finance Director,  
City of Windsor

**Date:** Wednesday, July 26, 2000  
**Time:** 8:00 - 9:30 A.M.  
**Place:** Santa Rosa City Hall Annex  
(2nd floor Conference room)  
90 Santa Rosa Avenue  
Santa Rosa, CA  
**Spkr:** To be determined  
**Rsvr:** Jim McAdler @ 707/838-5354

## Central L.A.

Dennis MacArthur, Chapter Chair,  
Finance Director,  
City of Signal Hill

**Date:** Thursday, July 27, 2000  
**Time:** 11:30 A.M. to 1:30 P.M.  
**Place:** The Grand, 4101 East Willow  
Street, Long Beach, CA

**Spkr:** Lloyd De Llamas, with HdL  
Companies, will be speaking on  
"Sales Tax and the Internet"  
**Rsvr:** By 5:00 P.M., Thursday, July 20,  
2000, Phylliss Shores  
@ 562/989-7310

## Orange County

Marc Puckett, Chapter Chair,  
Finance Director,  
City of Costa Mesa

**Date:** Thursday, July 27, 2000  
**Time:** 11:30 A.M. - 1:30 P.M.  
**Place:** Wyndham Garden Hotel  
**Spkr:** Jayson Davidson  
**Topic:** Fiduciary Responsibility on  
Deferred Compensation  
**Rsvr:** Sandy Castle @ 714/754-5243

## South Bay (L.A.)

Agnes Walker, Chapter Co-Chair,  
Financial Services Director,  
City of Redondo Beach, and Viki  
Copeland, Chapter Co-Chair,  
Finance Director, City of Hermosa  
Beach

**Date:** Thursday, July 27, 2000  
**Time:** 11:30 A.M. to 1:30 P.M.  
**Place:** The Grand, 4101 East Willow  
Street, Long Beach, CA  
**Spkr:** Lloyd De Llamas, with HdL  
Companies, will be speaking on  
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2000, Phylliss Shores  
@ 562/989-7310

## Movin' On

Former CSMFO San Gabriel Valley  
Chapter Chair, **JOSH BETTA**, is  
now finance director/treasurer for  
the city of Lawndale. He can be  
reached at 310/970-2100, ext. 128.  
CSMFO wishes Josh the best of  
luck as he takes on this new  
professional challenge. Congratulations, Josh!

## Up the Ladder

**ACCOUNTANT II** - City of Merced, CA. Salary \$2981 - \$3623/mo. Performs professional accounting work, recording/reporting financial transactions and budgetary control for city funds/departments. Must have knowledge of governmental accounting & budgeting. Must be college grad with major coursework in accounting or business and 2 yrs. accounting exp. with at least 1 yr with a governmental agency. Contact Personnel Dept., 678 W. 18<sup>th</sup> St., Merced, CA 95340, 209/385-6838 or TTY-Hearing Impaired 209/385-6836 for an application. Filing deadline: July 19, 2000. AA/EOE/ADA

**SUPPORT SERVICES SUPERVISOR** - City of Monterey Park, CA. Salary: \$3,593 - \$4,597 + excellent benefits. Under general supervision from the support services manager, assists in the administration, organization, planning & supervision of the city's support services operations including revenue collections, purchasing & central support and communication & duplication. Requires equivalent to two years of college in Public/Business Administration or related field, two years experience in purchasing & supervision, and CDL. Closes: 7/19/00. Flyers and required application form available at 320 W. Newmark Ave., Monterey Park, CA 91754. Phone 626/307-1334 or email [humanresources@montereypark.ca.gov](mailto:humanresources@montereypark.ca.gov). EOE

**ACCOUNTANT** - City of Signal Hill, CA. Salary: \$3150 - \$3829/mo. Maintain, analyze & reconcile general ledger accounts; prepare monthly & year-end journal entries, invoices. Reconcile grants, bank statements; audit, analyze & compile financial statements. BA/BS - Accounting & 2 yrs exp. in year-end, closing work & financial statement preparation. Applications accepted until 4:30 P.M., July 28, 2000. Contact Personnel, 2175 Cherry Avenue, Signal Hill, CA 90806. 562/989-7385. EOE

**MUNICIPAL SERVICES DIVISION MANAGER** - City of Santa Clara, CA. Salary range: \$8,669/mo. (control point). Requires graduation from an accredited college or university with a major in Public or Business Administration or an approved related field and eight (8) years of increasingly responsible experience as a manager of utility office operations including billing as well as management of a wide variety of financial and administrative activities involving financial analysis, data and automated systems

administration, and budget management. An advanced degree, such as an MBA or MPA is preferred. Apply by formal application no later than 5:00 P.M., July 28, 2000, with the Human Resources Department, 1500 Warburton Avenue, Santa Clara, CA 95050, 408/615-2080. Applications may also be obtained on the Web site at: [www.alphais.com/santa\\_clara/40109.html](http://www.alphais.com/santa_clara/40109.html)

**GRANT ADMINISTRATOR** - City of Costa Mesa, CA. Salary: \$3,999 - 5,359/mo + excellent benefits, including 2% @ 55). Provides professional and technical administrative/analytical assistance in coordinating city grants. Provides training to city departments in preparing grant applications/proposals; prepares grant reports; accounts for grant revenues & expenditures. Requires Bachelor's degree in Business or Public Administration; two years full-time professional experience in grant administration desirable. City application required by Friday, 07/28/00. City of Costa Mesa, Personnel Div., 77 Fair Dr., Costa Mesa, CA 92626. 714/754-5070, TDD 714/754-5244. [www.ci.costa-mesa.ca.us](http://www.ci.costa-mesa.ca.us). EOE

**ADMINISTRATIVE ANALYST I** - City of Santa Barbara, CA. Salary: \$47,792 - \$58,092/yr. Generous benefit package including PERS 2% @ 55. Performs a wide variety of administrative and analytical support for the Finance Department. Participate in the preparation and administration of budgets. Collect, compile and analyze information from various sources on a variety of topics, prepare reports that present and interpret data, identify alternatives, make and justify recommendations. Apply by: 7/28/2000, Human Resources, 735 Anacapa Street, CA 93102, 805/564-5316. [www.ci.santa-barbara.ca.us/jobs.htm](http://www.ci.santa-barbara.ca.us/jobs.htm)

**ACCOUNTING SPECIALIST** - City of Calabasas, CA. Salary Range: \$2,402 - \$2,920/mo. Performs specialized clerical work in accounting area including coding and record keeping, computer data entry, balancing and reconciling accounts, processing invoices for payment, preparing payroll in coordination with contract payroll vendor and maintaining purchasing function. Reporting to the Accountant, incumbent will serve as a specialist in one or more functional areas with a high degree of independence. Training and experience equivalent to college level course work in basic accounting and two years of accounting experience. Fund accounting and purchasing experience is desirable. Apply by 5:00 P.M., August 4, 2000. City application required. Applica-

tion packet may be obtained at City Hall, 26135 Mureau Road, Suite 200, Calabasas, CA 91302, call 818/ 878-4225, or [jsilver@ci.calabasas.ca.us](mailto:jsilver@ci.calabasas.ca.us).

**ACCOUNTING MANAGER** - City of Monterey Park, CA. Salary: \$4,788 - \$6,124 + excellent benefits. Under direction from the Director of Management Services through the Financial Services Manager, plans & manages the accounting & auditing functions for the city & the CRA, including general ledger accounting, auditing, grant accounting, capital project accounting, AR/AP, payroll, year-end closing, and preparation of financial reports. Requires equivalent to a Bachelor's degree in Accounting, Finance or a related field and three years of increasingly responsible experience in professional municipal accounting. Closes 8/4/00. Flyers and required application form available at 320 W. Newmark Ave., Monterey Park, CA 91754. Phone 626/307-1334 or e-mail [humanresources@montereypark.ca.gov](mailto:humanresources@montereypark.ca.gov). EOE

**FINANCE DIRECTOR** - City of Seaside, CA. Salary Range: \$70,937 - \$85,038/annually, with excellent benefits including city paid PERS for 2% at 55. Responsible for the city's financial and budgetary systems. Requires BA in Accounting, Finance, or Business (MA or CPA desired), and five years experience with three years in governmental accounting. City application form required. Apply by 5:00 P.M., August 4, 2000, at Personnel Office, Seaside City Hall, 440 Harcourt Avenue, PO Box 810, Seaside, CA 93955. 831/899-6250. EO

**FINANCE MANAGER** - City of La Puente, CA. Salary: \$3,177 - \$3,861 per month plus excellent benefits. The city seeks an individual who is able to work independently, supervise payroll, accounts payable and customer service support personnel, and perform professional, management and technical accounting functions under the general direction of the Finance Director. Req. Bachelor's degree in Accounting or related field & 3 yrs. prof. acctg. exp. in governmental acctg. and fiscal operations. City appl. req. Apply by 5:00 P.M., August 11, 2000, at City of La Puente, 15900 E. Main St., La Puente, CA 91744; 626/855-1500. [www.lapuente.org](http://www.lapuente.org).

**ACCOUNTANT** - City of Glendora, CA. Salary: \$3,110 - \$3,781/mo. Plus excellent benefits. A salary increase is anticipated pending negotiations. Under general

*continued on the next page*



## Up the Ladder, *continued*

supervision, the accountant performs technical and professional accounting duties including financial reporting, budget, audit, grants and general ledger. Requires equivalent of a Bachelor's degree in Accounting and one year experience in municipal accounting or a related field. Knowledge of Microsoft Office 97 (Excel and Word) is highly desirable. City applications and resumes will be accepted until 100 applications are received or until 5 P.M., August 15, 2000. For job flyer and city application, contact City of Glendora, Personnel Dept., 116 E. Foothill Blvd., Glendora, CA 91741, 626/914-8206. EOE.

**FINANCE DIRECTOR** - City of San Jacinto, CA. Salary: \$61,704 - \$75,000 annually, stating salary DO. Population 25,000. San Jacinto is seeking an experienced public finance manager to help the city face the challenges and issues associated with rapid growth. This is an exciting opportunity to join a new city Manager forming a new management team. San Jacinto is a full-service city with a total annual budget of \$23,000,000 and 58 employees. The Finance Director is appointed by, and reports to, the City Manager. The Finance Director supervises four employees and oversees all general accounting activities. Responsible for utility billing and collection, risk management, redevelopment financing, maintaining general ledgers, administering the cash management plan, drafting the annual budget and annual report for the City manager, coordinating and conducting municipal bond sales and preparing financial reports. Requirements for the position include a Bachelor's degree in accounting, business or a related field, a Masters Degree is preferred, and five years increasingly responsible experience in municipal financial management, cost accounting, procurements and investments. Apply by August 18, 2000. Send resume, salary history and five work related references to: Fred Rainguet PhD, Rainguet-Morrison Associates, L.L.P., PO Box 894, Estes Park, CO 80517. Visit San Jacinto's Web site at [www.ci.san-jacinto.ca.us](http://www.ci.san-jacinto.ca.us).

**FINANCE MANAGER** - City of Hemet, CA. Salary: \$5134 - 6553/mo, plus a generous management benefits package, including fully paid PERS 2% @ 55, fully paid medical insurance and auto allowance. Seeking a highly motivated, experienced professional to function as the Administrative Manager of the Finance Department. This

position reports directly to the City Manager/Finance Director and will be responsible for the work of all operational divisions of the Finance Department. The incumbent will also function as a member of the City's Senior Executive Team and actively participate in addressing issues of concern to the City. The Finance Manager will lead a city-wide automation upgrade effort of the current EDEN Accounting Package. The city is currently in the second year of a two-year budget cycle. Minimum qualifications: Bachelor's degree in Public or Business Administration, Accounting or a closely related field, and five years of experience, including at least 3 years in a supervisory capacity. Submit application by 5:00 P.M., August 18, 2000 to: City of Hemet, Human Resources, 450 E. Latham Ave., Hemet, CA 92543; 909/765-2315. [mhampton@ci.hemet.ca.us](mailto:mhampton@ci.hemet.ca.us).

**SENIOR ACCOUNTANT** (Grants Accounting) - City of Pasadena, CA. Salary Range \$44,135 - \$55,169/annually. Apply immediately, applications will be accepted until a sufficient number of qualified applicants have been received. Requires: BA, Acctg & 2 yrs. professional exp. w/ government exp. in public finances, cost & grants acctg, audit & budgeting. Duties include grant disbursements & Fed & State reptg. CA DL req'd. Apply to: HR Dept., City of Pasadena, 100 N. Garfield Ave., Pasadena, CA 626/744-4366. [www.ci.pasadena.ca.us](http://www.ci.pasadena.ca.us). EOE

**FINANCIAL SERVICES MANAGER** - San Mateo County Transit District. Salary: \$68,087 - \$96,773 + Benefits. The district currently has an excellent opportunity for a seasoned finance professional to develop and administer a variety of activities & functions in the areas of accounting, finance, treasury, payroll, audit, budgets, etc. You will organize, implement, and maintain proper accounting/administrative controls for all 3 district agencies, and ensure both accuracy & operational efficiency. You will also perform audits; analyze/recommend improvements; develop/maintain budgets; oversee/coordinate government grants & audits, and ensure compliance with all guidelines/regulations; develop & maintain records, audit reports, district wide SOPs; and manage/oversee general accounting functions (AR/AP, GL, payroll, grants administration, capital projects, investments, etc.). Candidates must possess a BA/BS in finance or accounting; working knowledge of GAAP governmental fund accounting & government grant/audit requirements; excellent analytical, organiza-

tional, and written/verbal communication skills; demonstrated expertise with various accounting & spreadsheet software applications; and the ability to accurately prioritize/manage multiple projects across all levels of district personnel. Knowledge of PeopleSoft desirable. Candidates must complete a samTrans employment application form which is available at 1250 San Carlos Ave., San Carlos, CA 94070-1306, or by calling 650/508-6308. Position open until filled. Resumes not accompanied by a completed application form will not be considered. EOE/AA

**DIRECTOR OF FISCAL AND SUPPORT SERVICES** - North County Transit District, Oceanside, CA. Salary: \$6,057 - \$9,692/mo., plus excellent benefits. Join a great team of professionals in North San Diego County who can walk to the beach for lunch! During an exciting time in transit with growth and opportunities, NCTD is seeking a Director of Fiscal and Support Services to oversee the administrative management and general operation of the District's Fiscal and Support Services Group including finance and accounting; risk management and safety; contracts and procurement; grants management; and technology and information systems functions. Bachelor's degree in accounting, business administration or other recognized financial field and a minimum of eight years executive level and leadership experience required, or any combination of experience, education, and training that would likely produce the requisite knowledge, skills, and abilities. Master's degree and CPA or CMA preferred. Please call 760/967-2828 for a detailed job announcement and application package. Resumes will not be accepted in lieu of a completed application package.

**FINANCE SERVICES OFFICER** - City of National City (near San Diego), CA. Salary Band: \$42,960 - \$76,380/year, plus city pays full cost of 2% @ 55 PERS retirement. Mngt salary band increases to max of \$84,024 on July 1, 2001. Starting salary based on qualifications; advancement based on performance evaluated annually. Position requires a Bachelor's degree in Accounting and 4 years of increasingly responsible professional accounting experience, including responsibilities for the supervision of both professional and clerical staff. Under general direction of the Director of Finance, plans, directs and supervises the various functional areas of the Finance Dept. including central-

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## Up the Ladder, *continued*

ized accounting and fiscal services of the city revenue, payroll and sewer billing, and performs related duties as required. (Details of the essential duties are on file in the Personnel Office). For city application form, call Personnel Dept. at 619/336-4309 or visit our Web site at [www.ci.national-city.ca.us](http://www.ci.national-city.ca.us). Filing deadline: open until sufficient qualified applications are received. EOE

**ACCOUNTANT II** - City of Rialto, CA. Salary: up to \$3,712/mo. DOQ, excellent benefits, including city-paid PERS 2% @ 55). Performs professional accounting duties & participates in the development of the city's annual comprehensive budget. Req.'s equiv. to Bachelor's degree w/ major course wrk in Accounting, Finance, Bus. Admin., or a related field & 2 yrs of prof. level accounting exper. Deadline: open until filled. City application must be submitted: HR Dept., City of Rialto, 150 South Palm Ave., Rialto, CA 92376. Phone 909/820-2540. EOE

**ASSISTANT FINANCE DIRECTOR** - City of South San Francisco, CA. Salary: \$77,580 - \$94,332 (with an increase likely after July 1, 2000) 2% at 55 and excellent benefits. The city is looking for an innovative team leader which functions as an accounting supervisor leading a team of 8 in all aspects of accounting: general ledger, A/P, A/R, year-end close, and CAFR preparation. Four years of increasingly responsible professional experience in municipal finance with an emphasis in accounting, and at least two years of supervisory experience required. BA/BS in related field. Open until filled. Call for brochure at 650/829-6699. Interested individuals should send a cover letter and resume to the Human Resources Department, PO Box 711, South San Francisco, CA 94083 or fax to 650/829-6698 or [web-hr@hr.ci.ssf.ca.us](mailto:web-hr@hr.ci.ssf.ca.us). EOE

All advertisements must be received by the 25th of each month for next month's insertion. Contact Mai Nguyen at 916/658-8210 for information on advertising

## Professional Services Directory

## Professional Services Directory

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