



## President's Message

Derek Hanway, Financial Services Director, City of Burbank

It is hard to believe that my year as your CSMFO President is almost over! This is my last MiniNews column as President. As I reflect on this past year there have been many different types of issues that makes our profession challenging. Critical issues from this past year include GASB 34 implementation, PERS safety 3% @ 50 and 55, and power-related issues. Who could have predicted the mess caused by our "deregulated" electricity industry? Our long-range financial planning forecasts are in need of constant updating due to ever-changing market conditions.

Many issues are outside our control and can be frustrating; however, as an Organization we can make a difference on other issues. I have received favorable feedback on our January Western Cities article related to the PERS safety 3% @ 50 and 55 retirement options. Our goal was to raise the level of understanding of the potential cost impacts and related issues surrounding these retirement options.

CSMFO is also making a difference in assisting our membership in the implementation of GASB 34. The Saturday pre-conference GASB 34 training scheduled for San Jose has reached capacity. Our GASB 34 Task Force has interviewed two qualified vendors for future GASB 34 training for our mem-

bers. A recommendation will be made to the Board at our February meeting. We anticipate that the training will begin in May.

I am sure you are well-versed on the Governor's 2001-02 fiscal year budget proposal. As the process unfolds, I'm sure the League of California Cities and our Intergovernmental Relations Committee will keep us informed. We are all hoping that the tremendous financial shock caused by our energy crisis will not pull the state into a recession.

I look forward to seeing you in San Jose. It should be a great conference!

**February 2001**

The Early Registration deadline for the Annual Conference is **February 1**. If you have not mailed your registration, please fax a copy of the completed form to 916/658-8240 and bring the original with payment to the on-site registration desk at the conference.

**\*\*See page 5 - New conference hotel information\*\***

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Attachment: CSMFO 2001 Goals

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

*Don't forget to visit the website at [www.csmfo.org](http://www.csmfo.org) for the latest news!*

## California Society of Municipal Finance Officers

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## Chapter Corner: South Bay

Agnes T. Walker (former) Financial Services Director, City of Redondo Beach, and Viki Copeland, Finance Director, City of Hermosa Beach (Co-Chairs)

Happy New Year, everyone!

The South Bay Chapter held four joint meetings with the Central Los Angeles Chapter throughout year 2000. The first three meetings were strictly on municipal finance issues dealing with the State's budget, sales tax and impact of Internet sales, and lease financing options. The final meeting was a holiday get-together at The Chart House in Redondo Beach, a really fun day for everyone in attendance. Many door prizes were awarded, including two prizes donated by the commercial members. All these meetings were well-attended (averaging 45 people).

The South Bay Chapter also played host to a couple of CSMFO classes, and the GFOA Public Finance Officer Certification examination and the Annual GAAP Update (via satellite). Excess funds of almost \$600 from the "Introduction to Governmental Accounting" class have been donated to the Career Development Committee.

Anyway, here's what's been happening in the South Bay:

In September, Hermosa Beach welcomed the crew of the Navy destroyer U.S.S. Elliot as the city hosted its first port call in more than 70 years. The last port call was in 1928 when the U.S.S. Arizona came to Hermosa Beach. The U.S.S. Elliot, a 563-foot vessel that holds 350 men, was built in 1977 and named for Arthur J. Elliot, a Vietnam War hero who was killed in 1968.

Tickets for the tour were a hot item and sold out immediately. Over 800 residents toured the ship, arriving by shuttle boat, paddleboard, sea kayak. There were even a few swimmers. The visit was a big hit for residents and for crewmen, who were able to take advantage of Hermosa's local downtown scene over the four-day visit.

The cities of Hawthorne, Gardena and Manhattan Beach belong to a Joint Powers Authority that handles each city's 911 emergency dispatch. This regional approach to a common need saves money and improves emergency safety services' communications ability by creating a nearly seamless cross agency network. The JPA, known as South Bay Regional Communications Authority (a.k.a. "RCC") has long planned a new facility with state-of-the-art equipment, and that is about to become reality. All three cities recently authorized the RCC to issue Revenue Bonds on their behalf totaling approximately \$8.5 million, which includes the cost of land, building and equipment. Groundbreaking for the new facility, which will be located in Hawthorne, is scheduled for January 2001, with completion expected by the end of October 2001. This facility is sized to accept new clients or members in anticipation of increased interest in renewing a regional approach to emergency dispatch in the South Bay. If you are interested in more information please contact Bruce Moe, Finance Director, City of Manhattan Beach at 310/802-5552.

*Continued on next page*

## Chapter Corner: South Bay (cont'd)

Palos Verdes Estates will have a fire and paramedic services special tax measure on the ballot at the March 6, 2001 municipal election. Since 1991, the City has funded its contract fire and paramedic services with Los Angeles County through a Fire Suppression Benefit Assessment District. Due to Prop 218 requirements and restrictions, a citizens' committee unanimously recommended a special tax. The tax amount per parcel will be determined using the same methodology as the FSBAD: a flat-standby availability charge (\$197.06) and a cost per sq. ft. of building improvement (11.3 cents). The cost for an average home (2,750 sq. ft.) would be \$508. The measure includes a sunset provision (2007) and a maximum annual escalator (6.5%) which is the maximum escalator for the annual fire contract.

Although 2/3 voter approval is required, the residents have a history of supporting special taxes. Prior to the FSBAD and during the 1980's, a fire and paramedic parcel tax was presented to the voters for approval three times and garnered 85 to 89% approvals. The objection to the parcel tax was its

flat rate and that regardless of size, all properties were paying the same cost for fire service.

Redondo Beach will also place a ballot measure in the coming March election to remove the finance duties of the elected City Clerk. The City's Charter currently names the elected City Clerk as "having charge of the administration of the financial affairs of the City under the direction of the City Manager..." and requires certain units of accounting for candidates to this position. The then Financial Services Director and Finance staff reported to the City Clerk. This has been a source of great controversy over the years but in prior elections, the people of Redondo Beach did not approve a change in this Charter provision. In the meantime, the City Council adopted a resolution naming the City Manager solely in charge of the Financial Services Department.

So, stay tuned...for now, we welcome and thank Josh Betta for agreeing to be the new Chair!

## Changes in CSMFO Office

Frances Medema, Secretary & Treasurer, CSMFO

Welcome Amy!

Please welcome the new CSMFO membership services representative, Amy Castro. Amy joins CSMFO and the League of California Cities with an extensive background in customer service, electronic communications (website and listservs) and publications management. Amy looks forward to working with all CSMFO members and hopes to meet many of you at the annual conference in San Jose. You can reach Amy at 916/658-8210 or via e-mail at [castroa@cacities.org](mailto:castroa@cacities.org).

### CSMFO mini-News

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Sacramento, CA 95814  
916/658-8210

Fax: 916/658-8240

E-mail: [medemaf@cacities.org](mailto:medemaf@cacities.org)

Website: [www.csmfo.org](http://www.csmfo.org)

## Governor's 2001-02 State Budget Proposals

The Governor released his proposal for the 2001-02 State budget and local government was included in his list of recommendations. The budget continues to take the conservative tone of the previous two years with most of the funding proposals limited to one-time allocations. To no one's surprise, education and energy were highlighted in the budget. The general fund budget proposal totaled \$82.9 million, compared to last year's proposal of \$79.7 million.

The list of local government proposals in the budget include:

- \$250 million in one-time discretionary funds for local government

- \$121.3 million extension of COPS funding plus \$75 million for law enforcement technology equipment
- \$171 million for local streets and roads, continuing the transportation funding plan established in the last session
- \$200 million addition to the new housing incentives based on increased housing permits, for a total of \$300 million to be distributed in two rounds of \$150 million each
- \$322.6 million for environmental programs and \$323.7 for park and water bond funds

On a less positive note, the proposal also included a "sales tax holiday" for purchase

of clothing and computer equipment the last weekend of August. According to Department of Finance staff, local government could "opt out" of the program. This tax expenditure could cost local government \$10-15 million. The complete and summary budget is available on the Department of Finance website at [www.dof.ca.gov](http://www.dof.ca.gov).

The League of California Cities' budget analysis was included in the January 19 issue of Priority Focus listed on the website at [www.cacities.org](http://www.cacities.org). Priority Focus is published weekly during the legislative session and summarizes legislative and policy issues affecting California cities. Electronic copies or notifications are available free on the League website.

## League of California Cities Board Report

Steve Temple, Fiscal Officers Director, City of Hemet

The League Board met in Sacramento January 10th & 11th. The Sacramento site offered the board a chance to meet with key legislators during deliberations over the State energy crisis. The Legislature is clearly concerned that fundamental change is needed in the generation and distribution system of energy in California.

The Board received a positive report on the effort to take the grassroots network proposal to the membership. (The Grassroots Coordinating Network would add regional division staff who would work with city officials to promote key League legislative priorities with legislators, district staff, local media and other supporting community groups. This concept has been successfully been used by political campaigns, teachers, labor and other statewide membership organizations.) Initial meetings with elected officials have gone well with considerable support. The Board is scheduled to decide on the grassroots proposal in April. The League SB402 litigation quickly jumped to the State Supreme court. The Board will pursue continued preparation for the SB402 litigation and remains optimistic that SB402 will be overturned.

The Governor's Director of Intergovernmental Relations, David Rosenberg, briefed

the Board on the Governor's budget and proposals of direct impact to Cities. The budget proposal includes the continued one-time assistance of \$250 million, Public Safety funding of \$398 million, \$200 million for housing, and \$323 million for Park & Water bonds. The Governor is proposing a tax incentive program designed to reduce the tax burden on business and consumers. Funded at \$108 million, it would create deductions for software developers, expand the small business capital gains and provide for a credit when employers loan employees to teach math & science courses.

Perhaps the most interesting proposal is to create a three-day holiday from State and "local" sales tax in the fourth weekend in August for clothing and computers. How the holiday would work has yet to be determined, but this seems to parallel the no income tax on teachers that was floated and rejected last year.

Future additions to the League program of work will include reports from the committees, departments and elected divisions. The next board meeting is April 27th in Vacaville. Contact Steve Temple at (909) 765-2301 if you have a matter to bring before the board.

### MARK YOUR CALENDARS



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

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

**GFOA Conference**  
June 3 - 6, 2001  
Philadelphia, PA  
*Preconference*  
June 1 - 2, 2001

## New CSMFO Service – Job Ads on the Web

Starting in December, CSMFO started placing job placement ads on the website. This new service was developed by the Technology Committee in response to a growing demand for web site listings. Subscribers to the CSMFO members listserv have often expressed concern about the number and content of messages distributed to the group list. With the new website job ads, members are asked to comply with revised policies and procedures for using the electronic mailing lists excluding posting of positions available on the listservs. To place an ad on the website and in the

newsletter, send the ad to Amy Castro, membership services representative. Ads will be accepted by e-mail ([castroa@cacities.org](mailto:castroa@cacities.org)) or fax 916/658-8240. Posting to the website will be made within a couple of days. Ads received by the 25<sup>th</sup> of the month will be placed in the following month's MiniNews. Cost for both listings is \$8 per line with approximately 40 characters per line. Invoices are sent mid-month after listing in the newsletter. Amy will be pleased to answer any questions regarding job placement; you may reach her at 916/658-8210.

**"Opportunity is missed by most people because it is dressed in overalls and looks like work."**

*- Thomas Edison*

## Annual Conference Information

February 1 is the deadline for early conference registration. If you have not already mailed your registration, please fax a copy to the registration office at 916/658-8240 and bring the original with payment to on-site registration. This will allow the registration office to complete the process of mailing confirmation notices and preparing badges and other registration materials. By faxing your registration, you will enable the host committee to advise the hotel to be prepared to serve everyone, including on-site registrants.

Many people are looking forward to the CSMFO 2001 Annual Conference. Due to the high turnout for the Conference, the extended allotment of hotel rooms at the Doubletree has been exhausted. To help with the overflow demand for rooms we have arranged a special rate of \$175 a night with the Hyatt, which is located within one mile of the Doubletree. You can contact the Hyatt at (408) 993-1234 to make reservations. This rate is good for Saturday, Sunday, and Monday, but you need to hurry, as the supply is limited.

Also, for your convenience, a list of alternate hotel locations is included below. We are expecting a blowout conference that you wouldn't want to miss. So please be sure to reserve a room as soon as possible as the City of San Jose normally experiences a near 100% occupancy rate from Sunday through Thursday.

<u>Hotel Name</u>	<u>Distance from the Doubletree</u>	<u>Address</u>	<u>Reservation Phone Number</u>
Adlon Hotel (new)	1.7 miles	1275 N. Fourth Street	(408) 282-1000
Airport Inn	1.6 miles	1355 N. Fourth Street	(408) 453-5088
Best Western Gateway Inn	2.2 miles	940 E. Weddell Dr	(408) 734-3742
Comfort Inn	1.7 miles	2118 The Alameda	(408) 243-2400
Days Inn (new)	1.7 miles	11280 N. Fourth St.	(408) 437-9100
E-Z 8 Motel	1.5 miles	1550 N. First St.	(408) 453-1830
Hanford Hotel	.09 miles	1755 N. First St.	(408)453-3133
Hedding Inn	2.7 miles	610 E. Hedding St.	(408) 298-9100
Holiday Inn Express	1.6 miles	1350 N. Fourth St.	(408) 467-1789
Homestead Village	1.3 miles	1560 N. First St.	(408) 573-0648
Homewood Suites	1.7 miles	10 W. Trimble Road	(408) 428-9900
Hyatt Hotel	0.9 miles	1740 N. First St.	(408) 993-1234
Radisson Hotel	1.4 miles	1085 E. El Camino Real	(408) 247-0800
Sierra Suites (new & elegant)	0.8 miles	55 E. Brokaw Rd	(408) 453-3000
Summerfield Suites (elegant)	1.1 miles	1602 Crane Ct	(408) 436-1600
Wyndham Hotel	1.6 miles	1350 N. First St.	(408) 453-6200

## GASB 34 Session Update - Friday, February 23rd

The added Friday session for the GASB 34 Pre-Conference seminar will be held from 9:00 a.m. - 5:00 p.m. at the following address:

City of San Jose  
Health Building 202  
151 West Mission Street  
San Jose, CA 95110

Lunch will be provided.

### Parking Information

- Metered 2-hour street parking on Mission, San Pedro and Miller Street
- Parking Garage at 171 West Hedding Street: 75 cents per ½ hour; \$9.50 maximum  
Early Bird Special: \$7.00 maximum if entering garage before 9:00 a.m.



## Get Involved—Career Development Committee Wants Your Help

A significant benefit of your CSMFO membership is access to high-quality technical and professional training at a reasonable cost. Some examples are the Beginning and Intermediate Government Accounting workshops, Weekend Training, Developing Leadership Capacities for the 21<sup>st</sup> Century, the Coaching Program and, of course, the Annual Conference. As membership and demand for more training continues to grow, we are actively looking for enthusiastic members that have an interest in helping shape the training programs of today and tomorrow. Because we are a volunteer organization, we rely on the commitment and talents of dedicated members to make these opportunities a reality.

We invite you to get involved in CSMFO and participate by becoming a member of a committee. The Career Development Committee, in particular, is looking for volunteers committed to maintaining the high standards of our profession through quality education and training. Among the many benefits of participating on a committee are having a direct impact on

our 1,100 members, developing new relationships (networking) with fellow members throughout the State, and improving your own level of technical and professional excellence.

The Career Development Committee will be meeting at the Annual Conference on Monday, February 26 from 11:15-12:00 (see program schedule booklet for exact room location) to discuss our new structure and welcome new volunteers. If you will be attending the conference, please stop in to find out how you can play a vital role that will benefit both you and your fellow members. As an added incentive, we will have door prizes for those who attend the meeting.

If you cannot make the meeting but are interested in participating on the Career Development Committee, please contact Jesse Takahashi (Campbell) at 408-866-2113 or email [jesset@ci.campbell.ca.us](mailto:jesset@ci.campbell.ca.us), or Carolyn Dominguez (San Luis Obispo) at 805-781-7127 or email [cdomingu@ci.san-luis-obispo.ca.us](mailto:cdomingu@ci.san-luis-obispo.ca.us). See you in San Jose!

## Up the Ladder

**SENIOR ACCOUNTANT** - City of Santa Clarita, CA. \$4,381-\$5,325/mo. Are you an experienced Accountant looking for a challenging position in a progressive, growing organization? The City of Santa Clarita has a great opportunity for a Sr. level Accountant with knowledge of GAAP to independently analyze financial info; prepare reports, statements & schedules; conduct audits; prepare complex forecasts and budgets. Must have demonstrated exp. w/budgets, and fully understand audit principles/procedures; computer/spreadsheet proficiency req'd; will supervise professional & clerical staff. BS in Acctg, Finance or equiv. + 4 yrs. acctg. experience preferably in a government org, or combo of edu. & exper. City application REQ'D, by 5 PM 02/09/01. Apply to: City of Santa Clarita, Human Resources, 23920 Valencia Blvd., Ste. 130, Santa Clarita, CA 91355. (Postmarks ok, No faxes/e-mails). For more info./app. call (661) 255-4392 or visit [www.santa-clarita.com](http://www.santa-clarita.com). E.O.E. M/F

**FINANCIAL SERVICES SUPERVISOR** - City of San Leandro, CA (Salary: \$3,842 - \$4,713/mo - 3.5% COLA on 3/1/01, plus excellent benefits incl. city-paid 2% @55 PERS Plan). Reporting to the Assistant Finance Director, this position will perform financial analysis and supervise support staff in the daily completion of payroll, business licenses, accounts payable, accounts receivable and cash management activities. The ideal candidate will be an experienced supervisor, knowledgeable in CA governmental financial practices and able to resolve complex financial problems. Requires a BA degree in business administration, accounting, public administration or a closely related field and two or more years of responsible experience performing financial analysis and supervising financial services in areas of payroll, accounts payable, accounts receivable, business licenses and cash management, preferably in a city or county agency. For an application, call the City's Job Hotline at (510) 577-3397 or download from [www.ci.san-leandro.ca.us](http://www.ci.san-leandro.ca.us) APPLY BY February 16, 2001. EOE

## Up the Ladder (cont'd)

**DIRECTOR OF FINANCE** - City of Lemoore, CA. Salary: \$4,074 - \$5,230 per month, plus excellent benefits, including PERS 2 @ 55. The City of Lemoore is a full service city located in California's Central Valley, 30 miles south of Fresno. Lemoore is a growing city, with a current population of about 20,000. The Finance Department, with a staff of 8, is responsible for all accounting functions, payroll, utility billing for the City's water, sewer, and refuse utilities, information systems, and the annual budget. The City is seeking a hands-on, experienced municipal finance professional who can work with the Citywide management team to solve problems and provide services. Requirements: Candidates must have a minimum of five years of increasingly responsible municipal finance experience with at least two years management/supervisory responsibility. A Bachelors degree in Accountancy, Business Administration or related field is required. MBA/MPA and/or CPA is desirable. Apply By: March 6, 2001, for application materials call (559) 924-6700, or visit [www.lemoore.com](http://www.lemoore.com)

**ACCOUNTANT** - City of Vallejo, CA. Salary \$4,505 - \$5,475/month plus excellent benefits. This lead position performs professional accounting duties involving financial record keeping, reporting, and cost accounting functions within the City's Accounting Division. Requires the equivalent to a Bachelor's Degree in accounting, finance, or related field and at least two years of governmental accounting experience in a public agency within the State of California. CPA desirable. Contact our 24-hour jobline 707/648-4364; TDD 707/648-4437; [www.ci.vallejo.ca.us](http://www.ci.vallejo.ca.us); Human Resources Department, 555 Santa Clara Street, Vallejo, CA 94590 for official application materials. Completed application materials, including a supplemental questionnaire, must be postmarked by February 9, 2001. EOE

**COLLEGE FINANCIAL ADMINISTRATOR** - Los Angeles Community College District. Salary: \$63,501 - \$78,678. Contact: LACCD, Personnel Commission [www.laccd.edu](http://www.laccd.edu) for application materials. Phone: 213/891-2465 Deadline: 4:00 p.m., February 9, 2001

**ACCOUNTING OPERATIONS MANAGER & FINANCIAL SYSTEMS MANAGER** - City and County of San Francisco, CA. The City of San Francisco is the fourth largest city in California and one of the premiere cities in the world. It is also one of the most diverse cities in the United States and currently has a

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## Up the Ladder (cont'd)

population of over 800,000 residents spread over 46.7 square miles. There are currently openings in the Office of the Controller, Accounting Operations and Systems Division, for an Accounting Operations Manager and a Financial Systems Manager. The City seeks individuals who are capable of working cooperatively with other City departments, who have a sense of humor, and who will mentor staff and allow them to assume a greater role in decision making. The ideal candidate for the Accounting Operations Manager will be a seasoned manager with significant public agency accounting experience, a participatory management style, and a strong belief in providing quality customer service. Licensure as a Certified Public Accountant is highly desirable for this position. The ideal candidate for the Financial Systems Manager will have public agency accounting experience, a solid background and understanding of financial systems, an ability to train and develop staff, possess up to date knowledge of the latest technology, and have the ability to work with technology vendors and other City departments. A bachelor's degree in accounting, finance, business administration or related field is required and a higher level degree is desirable. The salary range for these positions is \$95,186 to \$115,674. If you are interested in either of these outstanding opportunities please submit your resume to Regan Williams or Bob Murray, Bob Murray & Associates, 735 Sunrise Avenue, Suite 145, Roseville, CA 95661, (916) 784-9080 or e-mail [apply@bobmurrayassoc.com](mailto:apply@bobmurrayassoc.com). Brochure Available. Filing Deadline: February 28, 2001. Qualified applicants with disabilities who need assistance in this process must contact the Department of Human Resources by phone at (415) 557-4830 (Voice) or, if hearing impaired, (415) 775-9484 (TDD), or in writing (specify Class 1377) at 44 Gough Street, San Francisco, CA 94103.

**FINANCE MANAGER** – City of La Puente, CA. Salary: \$4,716 - \$5,732 per month, plus excellent benefits. The city seeks an individual who is able to work independently, perform technical accounting functions, supervise payroll/accounts payable and customer service support personnel, and perform general professional and managerial functions under the direction of the finance director. Req. Bachelor's degree in Accounting or related field & 3 yrs. Professional accounting experience in governmental accounting and fiscal operations. To apply, qualified candidates must submit a completed city application form and resume to the city of La Puente, 159 E. Main Street, La Puente, CA

91744, attention personnel officer, by March 2, 2001. To request a recruitment flyer or additional information, please call 626/855-1500.

**ACCOUNTANT**—City of Rancho Palos Verdes, CA. Salary: Up to \$4,185/month DOQ. Diverse professional level accounting or auditing experience preferred. B.A. required. For application materials, call 310-377-0360 ext. 308 or visit [www.palosverdes.com/rpv](http://www.palosverdes.com/rpv). Apply by 2/16/01.

**FINANCE MANAGER** - City of Cypress, CA - (Monthly salary: \$5,630 - \$6,755, plus 2% at 55 PERS and excellent benefits.) Cypress seeks a highly motivated and experienced professional to manage the Finance Division. Reporting to the Director of Finance and Administrative Services, the Finance Manager is responsible for overseeing accounts receivable, account payable, payroll, purchasing, and business licensing, and performing general professional and technical financial management and accounting functions. Requires Bachelor's Degree from an accredited college or university and four years of increasingly responsible governmental accounting work, including one year in a supervisory capacity. CPA and/or Master's Degree is highly desirable. APPLY BY: 5:00 P.M. on Friday, February 23, 2001. City application and resume required. For application materials call (714) 229-6681. City of Cypress Personnel Office, 5275 Orange Avenue, Cypress, CA 90630. EOE

**CITY TREASURER** – City of La Canada Flintridge. Part-time, appt. position pays \$700/mo. Stipend. Requires educ. (BA or equiv.) and exper. In accounting, finance, and/or public admin. Duties include invest. and cash mgmt. (\$12MM portfolio). For application and details contact City at 818/790-8880. Deadline 2/23/01.

**ACCOUNTING MANAGER** - City of Monterey Park, CA (Salary: \$4824-\$6191 per month + excellent benefits) Under direction from the Director of Management Services, manages the accounting & auditing functions for the City & the Community Redevelopment Agency. Requires: Bachelor's degree in Accounting, Finance, or related field and three years experience in professional accounting. Supervision and municipal experience highly desirable. APPLY BY: 03/02/01. Flyers and required application form available at: 320 W. Newmark Ave., Monterey Park, CA 91754. Phone (626) 307-1334. Email requests: [humanresources@montereypark.ca.gov](mailto:humanresources@montereypark.ca.gov). EOE.

**ADMINISTRATIVE ANALYST** - City of Burbank, CA. The City of Burbank is currently looking for three Administrative Analysts. Two openings are in the Public Works Department, one in the Administration Division and one in the Engineering/Environmental Services Division. The third opening is in the Community Development Department, working in the Transportation Planning Division. All Analysts will be assisting with project budgets, staff reports, and other special assignments. Qualifications: Graduation from an accredited college and one year of administrative, budget, or personnel analysis experience. Completion of requirements for a master's degree in public administration or work related field may be substituted for six months of the required experience. Salary: \$3,784. - \$4,597/mo. Salary including a 3.456% PERS contribution paid for the employee by the City is \$3,915 - \$4,756/mo. Excellent benefits. 9/80 work schedule. PERS retirement 2% @ 55. Applications may be obtained from Human Resources in City Hall, 275 East Olive Avenue, Burbank, CA 91502 or by calling (818) 238-5000. Applications will be available January 16, 2001. This position is open until filled. Applications with most relevant qualifications will be granted an interview. Equal Opportunity Employer.

**SR. ACCOUNTANT** – City of Burbank, CA. Will perform complex governmental and proprietary fund accounting, prepare advanced financial and budgetary analysis, and supervise and train staff. Requires Bachelor degree in accounting or business administration and 2 years recent accounting experience OR AA with minimum 18 accounting units from accredited college and 5 years experience in governmental accounting or auditing. CA Class "C" driver's license required; MBA or CPA preferred. Starting salary \$4,086 to \$5,102 plus excellent benefits. Resumes not accepted in lieu of City application. Please apply by Friday, March 2, 2001 at Human Resources, City of Burbank, 275 E. Olive Avenue, Burbank, CA 91502. 24-hr Jobline: 818-238-5000. EOE. [www.ci.burbank.ca.us](http://www.ci.burbank.ca.us)

**ACCOUNTING ADMINISTRATOR** - Nevada Irrigation District, located in the foothills above Sacramento, is seeking a professional to supervise a staff responsible for performing a wide variety of accounting functions including payroll, accounts payable and receivable, cash management and the preparation of financial reports. Reporting to the Finance Man-

*continued on next page*

## Up the Ladder (cont'd)

ager, the qualified candidate will possess the equivalent to a Bachelor's degree in accounting plus 4 years experience in accounting or financial management including supervisory responsibility. Master's degree desirable. Salary - \$3,952-\$4,804/mo. Excellent benefits. APPLY by 5 p.m. February 23, 2001. Apps available at 1036 W. Main Street, Grass Valley, CA 95945, 530-273-6185. EOE/INS/ADA Compliant. Must complete an application to be considered.

### ACCOUNTING OPERATIONS MANAGER

– City of El Cajon, 200 East Main, El Cajon, CA 92020. Salary: \$60,320 – \$73,507 with excellent benefits. Make your professional home in El Cajon; plan, coordinate, manage and mentor accounting division staff and activities. A talented professional, technical and clerical staff awaits you. We are looking for candidates who will be responsible for accurate and efficient accounting of the City funds while leading staff in work and development. Successful candidates will demonstrate five years accounting experience including receivables, payables, payroll, audits and computer usage; one year of supervisory experience; and possess a BA in an accounting related field. Open until filled. Apply immediately through our website at [www.ci.el-cajon.ca.us](http://www.ci.el-cajon.ca.us) or by calling 619/441-1736 for an application packet. EOE

**ACCOUNTANT/AUDITOR II** - Orange County Fire Authority, CA. Salary: \$3,127 to \$3,988/mo. The Orange County Fire Authority (OCFA) invites you to join our model joint powers authority consisting of 21 partner cities and unincorporated areas of Orange County. The OCFA proudly provides fire and public safety services to residents from 62 fire stations. This outstanding opportunity offers excellent benefits including 100% employer-paid retirement contributions. This position is located at our headquarters site conveniently located to major points of interest. An Accountant/Auditor II performs a variety of accounting tasks and some internal auditing tasks; prepares statistical and narrative reports; conducts financial and cost benefit analysis; projects and monitors budget expenditures and revenues; works with computer systems; may supervise accounting staff unit. Education/Experience: **Option I:** Graduation from college with a BA or BS degree in accounting, business or public administration, economics or a related specialized field to have included thirty-six (36) semester or equivalent quarter units in elementary, intermediate and advanced accounting, auditing, cost accounting, business law and other

business related courses. **And** one year of professional accounting and/or auditing experience that demonstrates possession of the knowledge and abilities listed. **Option II:** Two years of applicable professional accounting and/or auditing experience. Education and training which demonstrates possession of the knowledge and abilities listed may be substituted for up to one year of experience on the basis of three semester units of education for one month of experience and one hour of training for one hour of experience. **Thorough knowledge of:** Accounting and auditing principals and terminology including accounting cycle, accounting records, classification of accounts, cost accounting, fund accounting, budget process, appropriation and encumbrance control, accounting for inventory, preparation of financial statements and bank reconciliation. Accounting and auditing techniques including application to controlling and subsidiary accounts, reconciliation of accounts, financial internal controls, accruals, deferrals and estimates items, sales and collection transactions, the closing process, receivables, payables and correction of errors. Financial auditing standards and procedures. **How to Apply:** A completed application and supplemental questionnaire must be received by the Human Resources Division office by 5:30 p.m. on Monday, March 5<sup>th</sup> 2001. Postmarks will not be accepted as proof of application receipt. Resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required application and supplemental questionnaire. Application materials may be obtained between the hours of 7:30 a.m. and 5:30 p.m., Monday through Thursday, and 8:00 a.m. and 5:00 p.m. on Friday from the Human Resource Services Division of the Orange County Fire Authority located at 1110 E. Chapman Ave., Suite 110, Orange, CA 92866. You may also visit the OCFA web site at [www.ocfa.org](http://www.ocfa.org) to download a copy of the job bulletin and OCFA application or you may call the OCFA Job Information Line at (714) 780-8049. For questions regarding this employment opportunity, please call Human Resources directly at (714) 744-6630.

**ACCOUNTANT** – City of Martinez, CA. Salary: \$3,540 - \$4649/mo plus excellent benefit package and employee's 7% PERS. Performs prof. acctg and financial record-keeping work; assists with implementation of internal acctg controls; responsible for assigned phases of the acctg system, and performs related work as required. B.A. degree in accounting or closely related field, plus 3 yrs. Of prof. exp. in acctg

in gov. agency; some supervisory exp. Final filing 5:00 p.m., February 16, 2001. Apply in person or submit a SASE (self-addressed stamped envelope) to City Hall, Personnel Div., 525 Henrietta St., Mtz. CA 94553. EOE.

**COLLECTIONS OFFICER** – City of Escondido, CA. (Salary Band: \$2,517 - \$4,083/month. We offer a generous benefits package including: paid vacation, sick leave, holidays and retirement; a comprehensive health, life and dental insurance package; a flexible 9/80 work schedule; and bilingual employees receive extra pay. The Collections Officer performs a variety of tasks related to the collection of payment on delinquent accounts owed the City, and enforces collections through correspondence, telephone and personal contact, and litigation. Requirements: graduation from high school or equivalent, and a minimum of two (2) years of experience performing debt collection for a public or private agency which includes legal work as it relates to the collection of delinquent accounts. At least one year of debt collection experience with a government agency is highly desirable. A fully completed City application is required. Apply to the Human Resources Department, 201 N. Broadway, Escondido, CA 92025; call (760) 839-4643; or visit [www.ci.escondido.ca.us](http://www.ci.escondido.ca.us). Application deadline: Open until filled. Applications will be reviewed upon receipt.

### How Can I Advertise?

Here's how to advertise your city's vacant position in the *CSMFO mini-News* & on the website: email the ad to [castroa@cacities.org](mailto:castroa@cacities.org) (attachment must be in rich text format only), or fax to 916/658-8240, attention Amy Castro. The announcement should contain the following information: job title, city, salary, position description, and how to apply.

Your ad can be placed in the newsletter and on the website for one charge of \$8.00 per 40-character line. Please remember to include billing information, as billing will take place after the ad appears in the *mini-News*.

Emailed or faxed classified ads must be received by the 25th of each month for next month's insertion. Any ads received after that time will be posted to the website only.