



October 2001

President's Message

Bill Statler, Financial Director, City of San Luis Obispo

The Power of Setting Goals v2.0

As I noted in my column last month, the Board and Committee members annually meet in a retreat format to set the CSMFO's course for the coming year. This year, 30 of us—representing a broad range of communities and the diversity of our membership—gathered together on September 7 in San Diego to set goals for 2002. As in the past, we focused on “doable” objectives for the year. However, we also took a broader look at where we hope to be five years from now. Based on this, we aligned our annual work program accordingly.

While ten specific objectives for 2002 resulted from this retreat (which we'll send to members and post on our web site once we've finalized the work programs for them), I want to share with you right away the four transcending themes that emerged from this goal-setting process:

Training. Providing high-quality training programs that are affordable and accessible to our members is the CSMFO's primary mission. I believe we have achieved extraordinary success in this area, and we are committed to sustaining this in the future. Along with our ongoing programs such as the annual seminar, weekend training and coaching

programs, special efforts in the coming year include continuing to provide the very well-received GASB 34 training, rolling out an Intermediate Governmental Accounting program and helping our members in their overall career development in non-technical areas.

Special Districts. Our organization purposely uses the term “Municipal” in its name: our members come from special districts as well as cities. In the coming year, we will be looking at the role of special districts in the CSMFO.

Advocacy. As noted above, the CSMFO's primary mission is training.

For this reason, our past practice has been to rely upon the League of California Cities (with whom we are closely associated) for legislative advocacy. While training will continue to be our focus, the simple fact is that our ability to financially manage our communities is now very closely tied to the State's budget as well as the initiative electoral process. While this has always been true, it is now at an unprecedented (and unwarranted) level. Given this, we will be exploring under what circumstances the CSMFO might take a more active stance on legislative and ballot issues that have an overarching effect on the ability of our organization to effectively

continued on page 7

What's inside ...

President's Message	1
Surfing the Waves of Change - 2002 Annual Conference	2
2001-02 Budget Awards Program Deadline Approaching	3
CSMFO Chapter Chairs List	3
Request for FY 2000-2001 CAFR Reviewers	4
Electronic mini-News Update	4
CSMFO Weekend Training Workshop	5
It's in the Mail	5
CSMFO Now Accepts Credit Card Payments	5
Coachella Valley has a New Chapter Chair	5
Mark Your Calendars	5
Local Volunteers Needed	6
Attention All Commercial Associates	6
CSMFO Nomination Process	6
Welcome New Members	7
Congratulations to Our New CPFOs!	7
Professional Services Directory	7
Hotel Information for GASB 34 Training in Merced	7
Chapter Meetings	7
Up the Ladder	8

Attachments:

- 1) 2001 Municipal Revenue Sources Handbook order form
- 2) CSMFO and You

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 for the latest news!

California Society of Municipal Finance Officers

Officers and Directors

President Bill Statler, San Luis Obispo
President-Elect Barbara Underwood, Vista
Past President Derek Hanway, Burbank
Secretary/ Frances Medema, League
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Budgeting & Management Reporting

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 Joan Michaels, Burbank
 Anita Lawrence, Camarillo

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 Viki Copeland, Hermosa Beach
 Mary Bradley, Sunnyvale

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 Zenda James, Alameda

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 Bret Plumlee, El Segundo
 Karen Brust, San Diego Water Authority
 Larry Hurst, Brea

Technology

Mark Alvarado, Monrovia
 Don Rhoads, Monterey
 John deRussy, San Mateo

Scholarship Program

Robert S. Biery, Westlake Village
 Candis Hong, Thousand Oaks
 Howard Longballa, Alhambra



2002 Annual Conference

“Don’t curse the darkness – light a candle.” Chinese proverb

When we were developing the conference theme and focusing on Change as our overarching topic, we had no idea of the profound change that would take place on September 11, 2001. The horror of those events and the loss of our beliefs in the invincibility of America and that we were immune from attack has shattered our confidence and changed us as a people and a nation forever.

Perhaps this year more than ever it is important that we gather and deal with the issues that now face us as finance professionals in the aftermath of the tragedy. Unfortunately there are also enormous financial implications as well.

The 2002 Conference will feature several sessions that will be particularly tailored to the financial issues emerging from the tragedy. The committee has purposely left sessions open to discuss those last minute topics of interest to all of us, and this is something you will not want to miss.

We have engaged Tapan Munroe, a noted international economist, as a featured speaker, and there is no one better equipped to provide us with the most current economic information affecting all our cities and districts. Dr. Munroe will focus on the state of the California economy in 2002 and beyond and the effects of September 11th.

Steve Farber, a business leadership expert and former “Official Mouthpiece” in Tom Peter’s organization, will, as our keynote speaker, begin the Conference with a positive message offering leadership strategies that will work for you in your organization. Steve combines ideas with humor in a manner that will engage your attention and interest.

Continuing the GASB 34 training series, the Pre-Conference session, scheduled for Wednesday, February 20, 2002, 8am – 12 noon, will focus on the political and policy aspects of GASB 34 and will be limited to a smaller group of about 50 participants. This workshop addresses the issues faced by all of us - now that we have run the numbers how do we present all the information? How do we convey to our councils, to our residents, to the stakeholders, the state of the city? The next issue of the *mini-News* will provide more specific information on registration and costs. The workshop continues our policy of offering quality, affordable instruction on current issues of interest to the finance community.

2001-02 Budget Awards Program - Final Deadline for Submissions Rapidly Approaching!

Marc Puckett - Director of Finance, City of Costa Mesa
Chair, Budgeting and Management Reporting Committee

Joan Michaels - Administrative Analyst II, City of Burbank
Vice Chair, Budgeting and Management Reporting Committee

The final deadline for submission of budget documents for the 2001-2002 Budget Awards program is approaching quickly. Submittals received October 1st through November 2nd require a \$50 application fee. Please make certain that your check is included with the application.

Please note that no submittals will be accepted after the November 2, 2001 deadline. There will be no exceptions. Postmarks do not qualify as "received" dates. When mailing, make sure that you provide adequate mailing time for the submittal.

The Budget Awards Program was established to provide recognition for budget documents meeting certain standards. Today's budget is more of a management tool and communication document than ever before. It seeks to communicate not only how much will be spent, but also, what will be accomplished with the public dollars being spent. The Budget Awards Program has four categories of awards. They are: 1) Operating Budget; 2) Capital Budget; 3) Innovation in Budgeting; and 4) Public Communication.

Often the best way to find good ideas for improving your budget is to see how other jurisdictions are preparing their budgets. There is no better way to do this than to participate as a budget reviewer yourself. If you are submitting a

continued on page 4

CSMFO Chapter Chairs

Chapter Assistant - Amy Johnson, League of California Cities 916/658-8210

<u>Chapter</u>	<u>Chairperson</u>	<u>Telephone</u>	<u>Email Address</u>
Central Coast	Michael Compton	805/237-3999	mike@prcity.com
Central Los Angeles	Dennis MacArthur	562/989-7319	dmacarthur@ci.signal-hill.ca.us
Central Valley	Susan J. Halligan	209/858-2860	shalligan@lathropgov.org
Channel Counties	Candis Hong	805/449-2241	chong@toaks.org
Channel Counties	Lucy Foster	805/449-2100	lfoster@toaks.org
Coachella Valley	Duane Bambusch	760/346-2489	dbambusch@aol.com
Desert Mountain	Kevin Smith	760/240-7000	ksmith@applevalley.org
East Bay (S.F.)	Richard Ricci	925/671-5219	rricci@ci.pleasant-hill.ca.us
Imperial County	Phillip Carr	760/337-4550	pcarr@city-hall.ci.el-centro.ca.us
Inland Empire	Steve Chapman	909/413-3075	stevec@moval.org
Monterey Bay	Daphne Hodgson	408/646-3947	hodgson@ci.monterey.ca.us
North Bay (S.F.)	Carl Tregner	415/388-4033	ctregner@cityofmillvalley.org
North Counties	Carolynn Thomas	707/441-4114	cjthomas@eurekaweb.com
Orange County	Darren Hernandez	562/905-9730	darren_hernandez@lahabracity.com
Peninsula	Richard Averett	650/802-4205	richard.averett@ci.san-carlos.ca.us
Redwood Empire	Jim McAdler	707/838-5354	jmcadler@townofwindsor.com
Sacramento Valley	Robin Bertagna	530/822-4615	rbertagn@yubacity.net
Sacramento Valley	Debbie Grose	530/661-5832	debbie.grose@ci.woodland.ca.us
San Diego County	Gil Rojas	760/839-4676	grojas@ci.escondido.ca.us
San Gabriel Valley	Josh Betta	626/403-7250	jbetta@ci.south-pasadena.ca.us
San Gabriel Valley	Tracey Hause	626/574-5400	thause@ci.arcadia.ca.us
South Bay	Gavin Curran	310/322-4222	gcurran@elsegundo.org
South San Joaquin	Sandra Montoya	559/713-4423	smontoya@ci.visalia.ca.us

Request for FY 2000-2001 CAFR Reviewers

Bret Plumlee - Vice Chair, Professional & Technical Standards Committee

Director of Administrative Services, City of El Segundo

We are again approaching the December 10 deadline for submission of the Comprehensive Annual Financial Reports (CAFR) by cities to the CSMFO Financial Reporting Awards program. As the Vice Chair of the Professional and Technical Standards Committee, I am requesting your assistance in reviewing a CAFR. This is an excellent opportunity to get involved for the first time or to continue your ongoing outstanding support of the CSMFO.

In mid-December 2001, the FY 2000-2001 CAFRs will be distributed for review along with comments from the prior year, the review checklist, and the application supplement.

If your City or organization has received the CSMFO Financial Report Award you are encouraged to volunteer at least one reviewer for the program. If you have a preference to review more than one CAFR, please also indicate that to us.

This is a great way to get involved in the CSMFO organization, and there is no limit on how many reviewers will be allowed to participate in this process. We received interest from many people last year after the review process was complete that wanted to participate as a reviewer this fiscal year, and this is now your chance.

If you are able to participate this year as a reviewer, please email chowell@elsegundo.org or bplumlee@elsegundo.org. You can also call Cheryl Howell at 310-524-2318 or Bret Plumlee at 310-524-2314.

For those of you that participated last year, you will also be receiving a letter from us requesting your ongoing participation as a reviewer.

Once again, thank you for your ongoing interest in supporting the CSMFO Professional and Technical Standards Committee and the entire CSMFO organization.

Electronic *mini-News* Update

We want to thank all of you who took the time to respond to our query last month regarding whether you'd like to receive the *mini-News* electronically rather than via "snail mail." We received answers from approximately 200 individuals, and the overwhelming response was that you like the idea of a "paperless" newsletter. To this end, we are adjusting our database, and we hope to implement the electronic *mini-News* within the next few months.

If you have any questions or input regarding the electronic *mini-News*, please contact Amy Johnson, Membership Services Representative, at johnsona@cacities.org or 916/658-8210.

CSMFO *mini-News*

1400 K Street, Suite 400
Sacramento, CA 95814

Contact: Amy Johnson
Phone: 916/658-8210

Fax: 916/658-8240

E-mail: johnsona@cacities.org

Website: www.csmfo.org

2001-02 Budget Awards Program *(cont'd from page 3)*

budget for consideration for an award, we would encourage you to volunteer as a reviewer. If you would like to volunteer as a budget reviewer (even if you did not submit a budget) please complete the reviewer questionnaire available at www.csmfo.org in electronic format and send it to Marc Puckett at mpuckett@ci.costa-mesa.ca.us or to Joan Michaels at jmichaels@ci.burbank.ca.us. You can also contact Joan or me directly if you want a copy of the questionnaire faxed or mailed to you.

We would like to thank those who participate in the program. Your participation in the awards program serves to distinguish the accomplishments of you and your agency in the field of public finance. The awards will be announced at the CSMFO Annual Conference in San Diego in February 2002. If you have any questions, please contact:

Marc Puckett	Joan Michaels
City of Costa Mesa	City of Burbank
CSMFO Budget Committee Chair	CSMFO Budget Committee Vice Chair
(714) 754-5243	(818) 238-5480

CSMFO Weekend Training Workshop

LAST CHANCE!!!

The Annual CSMFO Weekend Training Workshop, scheduled for November 16-18 at the Hilton Hotel in Ontario, CA, is quickly approaching. Registration is limited to the first 40 respondents, and there are a few seats still available. A registration form detailing the specific topics of discussion is attached. Please complete and mail your registration form **TODAY** to ensure your place at the seminar. The registration deadline is Friday, October 19th, and all registrations must be prepaid.

Please visit the CSMFO website at www.csmfo.org for more information as well as a downloadable registration form. If you have any questions not addressed on the website, you may contact Ronnie Campbell at 562/866-9771 or rcampbel@lakewoodcity.org; or Mark Uribe at 714/379-9222 or m_uribe@ci.stanton.ca.us.

It's in the Mail

CSMFO 2002 Membership Renewal Notices are in the mail. Be sure to check your invoice to verify that your name, title, and contact information are correct, as the membership roster is based on this information. Enclosed with the invoice is a letter describing CSMFO committees and volunteer opportunities. Take a minute to review the letter, and note on the invoice the area(s) that interest you. Committee members will contact you prior to the annual conference about your interest and how you can participate. More information on CSMFO volunteer activities will be included in upcoming newsletters followed by a special event at the annual conference. Now is the time to think about what you want to do in 2002.

CSMFO now accepts credit card payments

In reply to demand from our members, we're happy to announce that CSMFO now has the capability to accept credit cards for seminars, conferences and dues.

It is our hope that this will allow more of you to participate in our training sessions and other CSMFO events, as it will eliminate the necessity for check requests that may take several weeks to process. It will also make refunds easier and quicker for us to process.

Effective immediately, we are including a credit card section on all registration forms, as well as on our dues invoices (which our current members will be receiving in October).

If you have any questions, please feel free to contact Amy Johnson, Membership Services Representative, at 916/658-8210 or johnsona@cacities.org.

Coachella Valley has a New Chapter Chair

We would like to welcome the new Chapter Chair for the Coachella Valley, Mr. Duane Bambusch, who is the Accountant for the City of Indian Wells. Mr. Bambusch may be reached as follows:

44-950 El Dorado Drive
Indian Wells CA 92210
760/346-2489
760/346-0407 fax
dbambusch@aol.com

MARK YOUR CALENDARS



GASB 34 Training

*October 10 - 12, 2001
Merced, CA*

January 14-16, 2002

S.F. Bay area

(please note change in date - more details to be announced)

Annual Weekend Training

*November 16-18, 2001
Ontario, CA*

Please visit www.csmfo.org for more information.

Related Organizations

GFOA Annual Conference

*June 16-19, 2002
Denver, CO
www.gfoa.org*

CDIAC Investment Seminar

*October 25-26, 2001
San Mateo County
916/653-3269*

www.treasurer.ca.gov/cdiac/cdiac/htm

Local Volunteers Needed

The final quarter of 2001 is here – an excellent time to set personal goals for 2002. If you are interested in becoming more involved in CSMFO in your local area and meeting finance colleagues from your surrounding communities, you can achieve those aspirations by volunteering to become a chapter chair or other officer. Chapter leadership will give you the opportunity to meet other colleagues locally and become more involved with the statewide membership. New chapter chairs are briefed at a special session during the annual conference and receive a chapter chairs handbook. The chapter chairs meet quarterly with board members and officers via teleconference to discuss chapter and member issues. The list of current chapter chairs is included in this newsletter and is available on the website. So don't hesitate, call your chapter chair today and see how you can make a difference in 2002.

Attention All Commercial Associates

The Annual Conference Host Committee recently sent information to all commercial members regarding participation at the annual conference. Several changes have been incorporated to the sponsor/exhibitor program in response to comments received following last year's annual conference. Background information and levels of participation are now listed on the CSMFO website at www.csmfo.org.

CSMFO Nomination Process

Looking for candidates to serve as our elected leadership

Bill Statler, CSMFO President
Director of Finance, City of San Luis Obispo

We are soliciting candidates to serve as the elected leadership of CSMFO. In November, we will be electing the President-Elect and two Board Members (one from the "north" and one from the "south"). If you are interested in being a candidate, please contact me or any other member of the Nominating Committee by Monday, October 22, 2001:

Bill Statler, President, San Luis Obispo
bstatler@slocity.org, 805/781-7125

Derek Hanway, Past President, Burbank
ghanway@ci.burbank.ca.us, 818/238-5500

Barbara Underwood, President-Elect, Vista
bunderwood@ci.vista.ca.us, 760/726-1340

Anita Lawrence, Past Board Member, Camarillo
alawrence@ci.camarillo.ca.us, 805/388-5320

Tracey Hause, Chapter Chair, Arcadia
thause@ci.arcadia.ca.us, 626/574-5425

Richard Averett, Administrative Services Committee, San Carlos
Richard.averett@ci.san-carlos.ca.us, 650/802-4205

David Culver, At-Large Active Member, Santa Cruz
dculver@ci.santa-cruz.ca.us, 831/420-5055

Christine Ma, At-Large Active Member, Millbrae
cma@ci.millbrae.ca.us, 650/259-2358

The Process. To be considered as a candidate for one of these elected positions, please provide a "qualifications statement" to any of the committee members with the following information by the October 22 deadline:

- Name as it should appear on the ballot if you are selected as a candidate
- Formal education
- Current and previous positions in California municipal government and any out-of-state experience as a city finance director
- Listing of involvement in CSMFO activities
- Other professional affiliations related to municipal government
- Statement of your ideas and goals for CSMFO for the upcoming term (limited to 300 words for President-Elect and 200 words for Board Member).

Qualifications to serve as President-Elect or Board Member are included within the *CSMFO and You* flyer enclosed with this *mini-News*. This flyer also describes other opportunities to become more involved with the CSMFO. Please feel free to contact me or any other member of the Nominating Committee if you have any questions about these positions or the nomination process.

Welcome New Members



Kathy Barnes-Jones
Sr. Management Analyst
City of Berkeley
1326 Allston Way
Berkeley CA 94702
510/644-6622 x 206
510/644-8642 fax
kjones@ci.berkeley.ca.us

Darryl Moore
Sr. Management Analyst
City of Berkeley
2180 Milvia St., 3rd Floor
Berkeley CA 94704
510/981-6306
510/981-6320 fax
dmoore@ci.berkeley.ca.us

Beverly Small
Sr. Management Analyst
City of Berkeley
2180 Milvia St., 3rd Floor
Berkeley CA 94704
510/981-6313
510/981-6320 fax
bsmall@ci.berkeley.ca.us

Charles Smith, Jr.
Finance/Accounting Supervisor
Rainbow Municipal Water District
PO Box 2500
Fallbrook CA 92088
760/728-1178 x 191
760/728-2575 fax
charles@rainbowwater.org

Leanne Wade, CPA
Accounting Operations Manager
City of El Cajon
200 East Main Street
El Cajon CA 92020-3996
619/441-1722
619/588-1190 fax
lwade@ci.el-cajon.ca.us

Congratulations to Our New CPFOS!

Robert Hicks - Berkeley
Susan Mayer - Sacramento
Nita McKay - Costa Mesa
Annie Young - Monterey Park

Please email or fax
your meeting
announcements
to Amy Johnson at
johnsona@cacities.org
or (916) 658-8240

Professional Services Directory

President's Message *(cont'd from pg 1)*

do its work of "promoting excellence in financial management."

Membership Involvement. As a volunteer organization, the quality of our services and programs are directly tied to the active participation of our members. In the coming year, we will be focusing on more ways of providing meaningful and rewarding opportunities for our members. And on this note, enclosed with this *mini-News* is a flyer (*CSMFO and You*) outlining the many opportunities that exist for involvement the CSMFO. So, check it out. And if any of these appeal to you, please follow-up: we'll be delighted to have you join with us.

In closing, I want to thank Barbara Underwood, President-Elect, and Don Maruska, retreat facilitator, for their excellent work in planning and organizing this goal-setting session. We are an outstanding organization today, and we will be an even better one tomorrow based on the results of this retreat.

continued on page 12

Hotel Information for GASB 34 Training – Merced, CA

Following are some suggestions for your stay in Merced. These hotels are in close proximity to each other, and all are about two miles from the training site. The rates quoted are government rates before tax, except those marked with asterisks, which are quoted at the regular rate.

<u>Hotel</u>	<u>Rate</u>	<u>Address</u>	<u>Phone</u>	<u>Distance fm mtg</u>
Best Western	\$56.00	1033 Motel Drive	209/723-2163	1.6 miles
Days Inn	\$58.00	1199 Motel Drive	209/722-2726	1.7 miles
Holiday Inn	\$59.00	730 Motel Drive	209/383-0333	1.5 miles
Motel 6	\$34.99*	1215 R Street	209/722-2737	1.3 miles
Travelodge	\$49.50	1260 Yosemite Pkwy	209/722-6224	1.8 miles

Chapter Meetings



San Gabriel Valley

Josh Betta, Chapter Co-Chair
Finance Director, City of S. Pasadena
Tracey Hause, Chapter Co-Chair
Admin. Svcs. Dir., City of Arcadia
(JOINT MEETING W/ CMTA DIV. II)

Date: Wednesday, October 10, 2001
Time: 12:00 noon - ???
Place: Santa Anita Race Track
The Front Runner
285 W. Huntington Drive
Arcadia, CA 91006
Menu: Select from CMTA Menu at the restaurant
Dress: Business attire
Cost: \$35.00 for those who RSVP, payable at the door. Please make checks payable to CMTA. \$45.00 at the door if not confirmed. Tickets will be sent upon confirmation of attendance.
Parking: General - \$3.00; Preferred - \$5.00; Valet \$10.00
RSVP: By 5:00 p.m., Wednesday, October 3, 2001 to Jan Downey, City of Santa Clarita, at 661/284-1423. All RSVPs after the above time will not be eligible for the confirmed price.

North Counties

Carolyn Thomas, Chapter Chair
Ass't Finance Director, City of Eureka
(RESCHEDULED FROM SEPT. 11)

Date: Tuesday, October 11, 2001
Time: Noon to 1:30 p.m.
Place: The Sea Grill Restaurant (in Old Town), 316 E Street, Eureka
Spkr: Peter W. Miller, Managing Director of Public Financial Management, Inc.
Topic: Various methods of financing local government and special district capital projects.
Menu: Snapper Amandine; Stuffed chicken; Vegetarian Pasta; Turkey B.L.T.; or Soup & Salad bar. Includes tea or coffee & ice cream.
RSVP: Carolyn Thomas, 707/441-4114 or cjthomas@eurekaweb.com by October 11, 2001.
Cost: \$16.00 per person

Coachella Valley

Duane Bambusch, Chapter Chair
Accountant, City of Indian Wells

Date: Monday October 15, 2001
Time: 12:00 noon (Lunch will be served during the meeting.)
Place: Tennis Gardens
Indian Wells, CA.
Spkr: Mr. Howard N. Herring of First Union Securities
Topic: Howard will speak about the long term effects that the recent terrorist attacks will have on future economic activity relating to city government and on the bond market.
RSVP: Duane F. Bambusch, City of Indian Wells at DBambusch@aol.com or 760/346-2489

San Diego County

Gil Rojas, Chapter Chair
Finance Director, City of Escondido

Date: Thursday, October 18, 2001
Time: 11:00 a.m.
Place: Quality Resort in Mission Valley, 875 Hotel Circle South, San Diego - Mission Room
Topic: Changes in Deferred Compensation Regulations
RSVP: Please contact Gil Rojas, City of Escondido, at Grojas14@aol.com or 760/839-4322.
Cost: \$20 government members/ \$25 Commercial members

Orange County

Darren Hernandez, Chapter Chair
Director of Finance, City of La Habra

Date: Thursday, October 25, 2001
Time: 11:30 a.m.
Place: The Turnip Rose
Orange, CA
Spkr: Webster J. Guillory, Orange County Assessor
Topic: Orange County update
RSVP: Veronica Ciocatto, 562/905-9729 or veronica_ciocatto@lahabracity.com

Central L.A./South Bay

Dennis MacArthur, Chapter Chair
Finance Director, City of Signal Hill
Gavin Curran, Chapter Chair
Asst Fin. Director, City of El Segundo

Date: Thursday, October 25, 2001
Time: 11:30 a.m. – 1:30 p.m.
Place: The Grand at Willow St. Centre
4101 East Willow Street
Long Beach, CA 90815
(562) 426-0555
Spkr: Eric Middleton - Manager, Maximus Company
Topic: "What a City Manager looks for in a Finance Director – Interviewing Do's & Don'ts"
Cost: \$25.00 per person (Make check payable to City of Signal Hill)
Menu: Chicken Parmesan served with pasta. Includes garden salad, steamed vegetables, rolls and butter, and vanilla ice cream. Vegetarian Plate on request.
RSVP: Please make your reservation with Phylliss Shores at City of Signal Hill (562) 989-7310 or email: pshores@ci.signal-hill.ca.us by Thursday, October 19th. Cancellations after October 23rd will be billed.

North Counties

Carolyn Thomas, Chapter Chair
Ass't Finance Director, City of Eureka

Date: Thursday, November 15, 2001
Time: Noon to 2:00 p.m.
Place: Red Lion Inn, 1929 4th Street, Eureka
Spkr: Gary M. Caporicci, CPA, Partner with Caporicci, Cropper & Larson, LLP
Topic: GASB 34 and all the new requirements we will be facing in the next few years. Mr. Caporicci is a well-known expert on GASB 34 compliance – you won't want to miss this meeting.
RSVP: Carolyn Thomas, 707/441-4114 or cjthomas@eurekaweb.com
Cost: \$20.00 per person

Up the Ladder

FINANCE DIRECTOR—City of Santa Paula, CA. \$59,661-\$72,518/annual. Negotiable to top of range DOQ. Ex. benefits pkg. PERS 2% @ 55 single highest yr; employee pays 7% employee contribution on a tax deferred basis. Serves in "at will," Ex. Mgmt. position reporting to City Manager. Responsible for the City's day-to-day and long range financial activities. The ideal candidate will possess extensive knowledge of general management principles, practices and procedures, as well as skills in governmental accounting, budgeting, financial reporting, investments, bond financing, internal audits, financial systems management and excellent interpersonal skills, including the ability to interact professionally with elected officials, Department Heads, City staff and other agencies. Candidates must be customer services oriented, be a team player, be able to embrace change, and have the proven ability to provide creative, innovative alternatives and solutions to complex matters facing the City. Candidates must also possess strong analytical, writing and verbal skills, and be highly skilled in computer applications. Qualifications: Graduation from four-year college or university with a major in accounting, business or public administration or closely related field; five years extensive experience in all aspects of financial planning and administration required, preferably in a local government agency, including two years in a supervisory capacity. CPA certificate desirable. Master's degree highly desirable. Spanish speaking ability/exp. In culturally diverse community highly desirable. Must meet bonding requirements. Required applic. by October 31, 2001. 805/933-4288.

GENERAL ACCOUNTING SUPERVISOR - City of Ventura, CA. \$4,057 -\$5,436/mo. Beautiful seaside city seeks professional accountant to oversee general ledger, grants and financial reporting staffs. Requires BA in Accounting AND at least 5 years professional accounting experience including supervision. Local California agency experience preferred. CPA desirable. Apply with a city application and supplemental questionnaire immediately to 501 Poli Street, Room 210, P.O. Box 99, Ventura, California 93002. (805) 658-4777 or www.ci.ventura.ca.us. EOE.

FINANCE OPERATIONS SUPERVISOR—City of Fremont, CA (Salary: \$4571-5556/mo.). The recently created position supervises a staff of 7 in the Revenue Section of the Financial Services Office. Will organize and participate in the operations of accounts receivable,

enforcement of revenue/regulatory ordinances, collections, business tax, and other revenue functions. For a copy of the job announcement, visit www.ci.fremont.ca.us. Requires 5 years experience, including 3 years in revenue or related finance functions. Submit your resume and a cover letter to the City of Fremont Personnel Office, 39100 Liberty Street, CA 94538. Deadline is 5 p.m. on 10/8/01. EOE

PRINCIPAL FINANCIAL ANALYST—City of Santa Clara, CA. Salary control point is approximately \$99,000. Appointment is generally made at 85% of the control point. Santa Clara is seeking an experienced, motivated individual with strong budgetary knowledge and skills, plus the ability to establish and maintain excellent working relationships with staff at all levels of the organization. An incumbent in this position exercises independent judgment and discretion; performs varied and complex financial activities requiring the ability to research, analyze, investigate and report on technical issues; and assists in the management and execution of the budget document. Santa Clara promotes a high quality of life and a strong economic climate for a population of 103,000 residents. The City is a full service city with an annual budget of \$549 million. Graduation from an accredited college or university with a Bachelor's Degree in business, Public Administration, Economics or Mathematics and five (5) years increasingly responsible experience in budgeting, financial analysis and governmental accounting in a local government or other large fiscal organization. An advanced degree, such as an MBA or MPA, is preferred and may be substituted for one (1) year of required experience. Highly desirable qualifications would include organization-wide budget experience and financial analysis, including revenue and expenditure forecasting experience. A cover letter, comprehensive resume which addresses the required and desirable qualifications, and a salary history should be sent by the preferred filing date of October 5, 2001. Send to Human Resources Department, City of Santa Clara, 1500 Warburton Avenue, Santa Clara, CA 95050; or fax to 408/247-5627. For job brochure, call 408/615-2080. EOE.

ACCOUNTANT - City of West Sacramento. \$3735-\$4540/mo + exclnt bnfts. Req's BA + 2 yrs exper. For complete information, see job flyer. To obtain, send SASE, indicating position desired to HR, PO Box 966, W. Sacto., CA 95691 or visit www.ci.west-sacramento.ca.us. FFD: 5pm, 10/19/01. NO POSTMARKS.

SUPERVISING SENIOR ACCOUNTANT - City of Santa Monica, CA (Salary \$4,304 - \$5,314/mo. + excellent benefits, including 2% @ 55 and single highest year). Performs and coordinates complex accounting and auditing duties, and supervises the work of personnel performing a variety of technical accounting functions. **Requires:** Graduation from an accredited college or university with a Bachelor's degree in Accounting or a related field; four years of progressively responsible experience as an accountant. Apply by: 5:00 p.m., Friday, October 12, 2001. Apply at: City of Santa Monica Human Resources Dept., 1685 Main St., P.O. Box 2200, Santa Monica, CA 90407. Phone: (310) 458-8697 or visit www.santa-monica.org/hr.

ASSISTANT FINANCE DIRECTOR—City of Milpitas, CA. Annual Salary: \$83,392 - \$109,769. We are seeking a seasoned finance professional with significant leadership experience in a diverse and complex organization. The City desires an executive with outstanding interpersonal and managerial skills, as well as a willingness to work cooperatively and collaboratively with all City departments. Minimum of a BA and 5 yrs exp. Including (2) yrs supervisory. Possession of a current CPA highly desirable. Open until filled; however, the City will screen applications on 10/31/01. Applications can be obtained in person at City Hall (Great Mall), by calling Human Resources at 408/586-3090, or by visiting our website at www.ci.milpitas.gov. ADA/EOE.

SENIOR ACCOUNTANT - Contra Costa Transportation Authority, Pleasant Hill, CA. This is a great opportunity for the right person who is interested in working in a challenging work environment and who wishes to make a difference in addressing the transportation needs of the community. Successful candidates for this exciting position should possess the equivalent of a Bachelor's degree in accounting, business, public administration or a closely related field and five years of increasingly responsible professional experience in accounting. Candidates are also required to have a working knowledge of PC software, including Excel and Word. Accounting experience in a complex public sector environment is desirable. Salary DOQ. Please submit resume, salary history and cover letter to: Lonnie B. Hayhurst, L.B. Hayhurst & Associates, 15 Pamaron Way, Suite B, Novato, CA 94949. Phone: 415-884-0544, Fax: 415-884-0533, Email: info@lbhayhurst.com. File by October 22, 2001.

continued on next page

Up the Ladder *(cont'd from previous page)*

ASSISTANT FINANCE DIRECTOR - City of Ceres, CA (Salary \$55,524 to \$67,488 per year). The Assistant Finance Director is a new position recently approved by the City Council. It is a mid-management position responsible for managing and directing the full range of duties related to the financial business of the City. Qualifications include: A strong financial background with a minimum of five years increasingly responsible accounting experience, which includes three years in an administrative or supervisory capacity, two years of experience in governmental fund accounting, a Bachelor's degree in accounting, business administration or related field; a CPA is highly desirable. Competitive benefits package including: An allowance of \$450 per month (increasing to \$550, January 1, 2002) for the selection of health, dental, and vision coverage for employee and family, A Section 125 flexible benefit spending plan for medical and child care, participation in the 1937 Act County Retirement System, with employee's contribution paid by the City (1937 Act has reciprocity with PERS), Professional Development Allowance. Application Process: Complete and submit a City application. Resumes encouraged, but not accepted in lieu of a completed application. Application must be received by 5:00 PM, Friday, October 12, 2001 to be considered. Apply at: City of Ceres Management Services Department, 2720 Second Street, Ceres, CA 95307, (209) 538-5611. E-mailed applications and resumes accepted. Faxed applications and resumes are NOT accepted.

ACCOUNTING MANAGER - City of Ukiah, CA (Mendocino County). Total annual compensation package of up to \$59,895 includes 13 days management incentive pay and flex plan dollars. \$3,434 - \$4,174 per month, plus medical, dental, vision, life insurance coverage, paid holidays, vacation, and sick leave. The City is a member of the Public Employees Retirement System, 2% at 55 plan. The 7% employee contribution is included in the employees base salary and is paid by the employee. Contact the City of Ukiah at (707) 463-6200, or visit our website at www.cityofukiah.com. City of Ukiah applications required and can be downloaded from website. DEADLINE TO APPLY: Friday, October 5, 2001. EOE

ADMINISTRATIVE SERVICES MANAGER - Cambria Community Services District, CA (Population: 6,100). Salary range \$54,804 - \$66,684. Cambria is at the foot of the

scenic Highway One/Big Sur coast. The District is governed by a 5-member Board of Directors and has a FY 01-02 total budget of \$7.1 million and 28 staff. Position reports to the General Manager and is responsible for the District's financial services, automated financial systems, human resources/labor relations, risk management, contracts, grants and general administrative procedures. Desire the equivalent of a relevant BA/BS and at least 3 years of increasingly responsible experience in budgeting, accounting, or other financial and/or administrative services at the local government level, including at least 1 year of supervisory responsibility. CPA is also desirable. See www.dmgmaximus.com/recruit. Send resumes by 10/12/01 to **MAXIMUS**, Attn: Norman Roberts or Eric Middleton, 10474 Santa Monica Blvd., #208, Los Angeles, CA 90025, FAX: (310) 475-8007, e-mail: searchla@maximus.com. EEO/ADA.

FISCAL SERVICES MANAGER - City of Upland, California. \$5261-\$6395/Month + City Pd Retirement (4% salary increase 1/1/02 & 1/1/03). Work Hrs: M-TH 7am-6pm. Under direction of the Finance Director, supervises & directs the billing, collecting & accounting for the City's utility bills, license revenues & accounts receivable; tracks incoming revenues; & has oversight of the City's revenue systems. BA degree in Accounting, Finance, Business Administration, or a closely related field. 5 years of increasingly responsible professional accounting experience, preferably in a governmental agency, including 2 years of supervisory and administrative responsibility. DEADLINE: October 18, 2001. Apply: City of Upland, Human Resources, 460 N Euclid Ave, Upland, CA 91786. For information contact jobline at 909-931-4175 or download application from city website at www.ci.upland.ca.us.

GENERAL ACCOUNTING SUPERVISOR - City of Ventura, CA. \$4,057 - \$5,436/mo. Beautiful seaside city seeks professional accountant to oversee general ledger, grants and financial reporting staffs. Requires BA in Accounting AND at least 5 years professional accounting experience including supervision. Local California agency experience preferred. CPA desirable. Apply with a city application and supplemental questionnaire immediately to 501 Poli Street, Room 210, P.O. Box 99, Ventura, California 93002. (805) 658-4777 or www.ci.ventura.ca.us. EOE.

ACCOUNTANT I/II. City of Atwater, CA. (Pop. 23,200). Salary Level I \$2,890-3,689, Level II \$3,093-3,948. Excellent benefit package including 100% City-paid PERS retirement and PERS health - City-paid 100% for employee and 96% for dependents. The City of Atwater, located in the central part of San Joaquin Valley, is seeking a qualified hands-on professional. This is an opportunity to be a key member of a management team dedicated to customer service. Under the direction of the Administrative Services Director, responsible for reconciling bank statements; prepares, consolidates and publishes the annual budget; maintains general ledger and budgetary controls; monitors grant compliance, special districts, and trust accounts; makes journal entries, posts ledgers, and prepares trial balances, and investment reports; and other related duties as required. Qualifications: Level I: Training and experience which provides required knowledge and abilities; Bachelor's Degree in Business Administration, Accounting, Finance or closely related field, including equivalent of 12 semester units of college courses in accounting; and valid California driver's license. Level II: Two years of increasingly responsible experience in governmental or financial accounting or auditing work; Bachelor's Degree in Business Administration, Accounting, Finance or closely related field, including equivalent of 12 semester units of college courses in accounting; and valid California driver's license. To apply a resume and completed City application is to be submitted to the City of Atwater, Personnel Department, 750 Bellevue Road, Atwater CA 95301 by 5:00 p.m., Friday, October 26, 2001. Phone (209) 357-6300. Faxes and postmarks not accepted. EOE/AA

REVENUE MGR - City of Escondido, CA. (Pop. 133,560) \$3,986-\$6,920/mo plus outstanding mgt benefits package/sal. negotiable. The Finance Dept is looking for a customer service-oriented, analytical and energetic supervisor with excellent people skills. Will direct day-to-day revenue operations of the City including Utility Billing and Collections. There will be professional, technical, analytical and reconciliation work in the areas of revenues and receivables, including but not limited to water and sewer billing, hotel tax, sales tax, development fees, etc. as well as banking responsibilities. The position requires a Bach Deg in Bus Admin with a concentration in Accounting or related discipline and 4 years of professional-level accounting experience, including supervision. City Hall employees are

Continued on next page

Up the Ladder *(cont'd from previous page)*

on a flexible 9/80-work schedule with alternate Fridays off. CITY APPLICATION REQUIRED. Applications accepted until position is filled. Apply to H R Dept, 201 North Broadway, Escondido, CA 92025, (760) 839-4643. www.ci.escondido.ca.us. EOE

ACCOUNTANT II – City of San Leandro, CA. Salary: \$4,624 - \$5,622/mo, plus excellent benefits including 2% @ 55 CalPERS Plan. The City is seeking qualified Accountant who will maintain the general ledger, prepare financial statements/reports, and establish accounting systems, in addition to other advanced level accounting duties. The successful candidates will have strong analytical skills and possess extensive knowledge in areas of government accounting procedures, auditing, municipal finance and budgeting. Requires a Bachelor's degree in accounting and/or a related field and three or more years of advanced accounting experience, preferably in a local gov't agency. APPLY BY: 5:00 p.m., Friday, November 16, 2001. Call the City's Job Hotline at (510) 577-3397 or visit www.ci.san-leandro.ca.us for an application packet. No resumes or late applications accepted. The City is an equal opportunity employer.

ASSISTANT FINANCE DIRECTOR – City of San Leandro, CA. Salary -\$6,567 -\$7,984/month plus excellent management benefits including 2% @ 55 CalPERS Plan. The City of San Leandro, centrally located in the SF Bay Area, is seeking an experienced manager to provide direction and administration of the City's daily financial activities in areas of accounting, risk management, purchasing, payroll, treasury, and cash management. This management position will report directly to the Finance Director. Other duties will include assisting in preparing the annual budget, providing budgetary control, preparing special and periodic financial reports, and performing employee supervision. Requires a Bachelor's degree in finance, accounting or directly related field and at least five years experience managing in a governmental finance department or a similar private sector financial agency, including supervisory experience. Send a resume, cover letter detailing how your education, training and work experience qualifies you for this position, along with the names and phone numbers of five professional references to the City of San Leandro, Attn: Rob Caughell, Sr. Personnel Analyst, Human Resources Department, 835 East 14th Street, San Leandro, CA 94577. To receive a brochure, call the Job Hotline at (510) 577-3397 or visit the City's webpage at

www.ci.san-leandro.ca.us **Apply by 5 p.m., Friday, October 19, 2001.** The City is an equal opportunity employer.

ACCOUNTING MANAGER – City of San Leandro, CA. Salary: \$5,353 - \$6,505 per month, plus excellent management benefits including 2% @ 55 CalPERS Plan. Reporting to the Finance Director, this management position is responsible for managing the City's accounting system, supervising a small staff of professional accountants, and managing the City's Risk Management Program for liability and property insurance. The selected individual will also prepare financial reports and special studies, assist operating department's monitor and track expenditures, participate as a member of the budget preparation team, in addition to other financial management duties. Requires a BA degree in accounting or business administration and five years responsible experience in financial analyst and management, preferably in a CA local gov't. Further, the ideal candidate will be able to carry out job duties with limited supervision and be able to resolve complex financial problems. For a city application and supplemental questionnaire, call the City's Job Hotline at (510) 577-3397 or visit www.ci.san-leandro.ca.us **APPLY BY FRIDAY, NOVEMBER 2, 2001.** Late applications are not accepted. The City is an equal opportunity employer.

CHIEF FINANCIAL OFFICER. Outstanding Career Opportunity in the Pacific Northwest — The City of Eugene, Oregon (pop. 133,000) is seeking an executive manager to administer a broad range of public finance related activities (67 FTE; \$9.2M budget). The Chief Financial Officer will be actively involved and participate in the City's Executive Manager meetings and focus primarily on financial management, strategic issues, debt issuance and restructuring. Candidates must have a proven record of success, excellent interpersonal and communication skills, unquestionable ethics and outstanding leadership qualities. Equivalent to a Bachelor's degree in finance, business administration, public administration or a closely related field is required; a Master's degree is highly desirable. Requires eight (8) years of increasingly responsible administrative/managerial experience with a municipal government or public agency. Annual salary range \$78,790-\$97,884 with outstanding benefit package including Oregon PERS, car allowance (\$200), and relocation allowance. Submit resume, cover letter, current salary and five professional references to Heather Renschler,

Ralph Andersen & Associates, 4240 Rocklin Road, Suite 11, Rocklin, California 95677 or e-mail to apply@ralphandersen.com. Apply ASAP for early consideration, final closing date November 2, 2001. Position vacancy is open until filled. For a detailed brochure call 916/630-4900 or visit our website at www.ralphandersen.com. For further information about the City of Eugene visit their website at www.ci.eugene.or.us.

FINANCE OFFICER – The Community Redevelopment Agency of the City of LA. The Finance Officer will be responsible for providing staff assistance in the identification, acquisition and administration of Agency resources, particularly for assigned redevelopment project areas; develop, implement & administer short/long range funding strategies incl. bond issuances & other means of maximizing funding. Must have 4 yrs. of redevelopment related exp. in public finance & administration; BA in Acctg, Fin. or Bus Admin; MA pref.; knowledge of methodologies for review, preparation and analysis of economic & financial pro-formas & feasibility reports; principles/practices of revenue appropriations, taxation & fiscal policy; and funding resources & strategies. Must have proven ability to anticipate & analyze project funding needs/requirements; synthesize data from a variety of sources into reports; analyze financial agreements; coordinate complex interdisciplinary projects w/ Agency depart. & outside entities. Exp in structuring & implementing financing transactions is highly preferred. For consideration, a resume AND completed CRA application AND supplemental questionnaire must be MAILED to: CRA, 354 S. Spring St., LA, CA 90013, Attn: HR. Application & questionnaire can be found online at www.cityofla.org/cra/. DEADLINE TO APPLY is October 12, 2001. AA/EOE

ADMINISTRATIVE ANALYST I/II – City of Yuba City, CA. \$3,102-\$3,771/mo (Analyst I), \$3,344-\$4,064/mo (Analyst II). Analyst I requires possession of an AA degree in public or business administration or closely related field AND at least one (1) year of recent, full-time experience in a public or private agency with increasingly responsible work experience in general administration, budget or policy development or comprehensive report writing. Analyst II requires possession of a BA degree in public or business administration or closely related field AND one additional year of

Up the Ladder *(cont'd from previous page)*

experience or one (1) year of recent, full-time experience as listed above and one year of experience performing the duties equivalent to those performed by an Administrative Analyst I. Accounting or auditing experience is desirable at either level. Applicants must possess a valid State of California driver's license. Apply at: City of Yuba City Human Resources Department, 1201 Civic Center Blvd., Yuba City, CA 95993, or from the 24 hour job hotline (530) 822-4766. TDD (530) 822-4732. Applications and supplemental questionnaires must be received by 5:00 p.m. Friday October 12, 2001.

ACCT CLERK II - Town of Apple Valley, CA. Strong computer skills, 2 years accounting experience. \$2151/mo. 760/240-7600.

PRINCIPAL FINANCIAL ANALYST - City of Irvine, CA. Salary: \$60,774-\$86,001/yr. + Generous City-paid benefits. The City of Irvine seeks an experienced individual to work in the Administrative Services Department as a Principal Financial Analyst. The primary purpose of this position is to plan, organize and direct treasury operations or accounting services and financial reporting activities of staff. In addition, this position will supervise, train and evaluate professional, technical and clerical staff. The current vacancy will oversee the accounting/financial reporting section. The ideal candidate will possess a Bachelor's degree, Master's preferred, in accounting, business, public administration or a related field, and have at least six years of directly related government finance experience, or equivalent. To obtain application materials or for additional information, please call (949) 724-6200 or visit our web site at www.ci.irvine.ca.us. Open Until Filled-Apply Immediately. EOE

MANAGEMENT INTERN - City of Burbank, CA. Salary - \$2,052 - \$2,493 + excellent benefits. Must be a senior or graduate student specializing in public administration or a related field of study at an accredited college or university. This position will serve both the operational aspects of budget and accounting, desirable to have at least one (1) year recent, full-time experience in a public or private agency with budgetary or financial background, along with computer proficiency. Typical tasks may include: Assist in conducting special studies on a diverse range of organizational topics within municipal government; collects, tabulates and analyzes data; prepares narrative reports, statistical tables and graphic materials; conducts research and surveys in order to gather

significant data; assists in the development and evaluation of administrative procedures and policies; specifically, assist in preparation of annual budget, including Capital Improvement Program, grant reconciliation, monthly expenditure reports. Note: A Supplemental Questionnaire may be a part of the recruitment process. Applicants must possess a valid State of California class "C" driver's license. Contact: City of Burbank, Financial Services, Joan Michaels (jmichaels@ci.burbank.ca.us). Phone: (818) 238-5500; fax (818) 238-5520. Deadline: Continuous recruitment until filled.

ACCOUNT CLERK II - The City of West Hollywood is seeking a detail-oriented team player to join our fast-paced Finance Department for the position of Account Clerk II in General Accounting - Accounts Payable. Performs heavy accounts payable, financial data entry, and research and reconciliation duties. Minimum 3 years experience. Salary Range: \$3,130 - \$3,788 per month, and great benefit package including 2% @ 55, Single Highest Year, and Level 4 Survivor Benefits. Closing Date: November 1, 2001 at 5:00PM. Resumes only not accepted! For detailed application materials, call the job hotline at (323) 848-6309 or visit our Webpage: www.weho.org

BUSINESS LICENSE COORDINATOR - City of Fountain Valley, CA. SALARY: Full-time: \$2,850 - \$2,992 - \$3,142 - \$3,299 - \$3,464 per month. In addition to salary, the City pays the employee's share (7%) of the contribution to the Public Employees Retirement System (PERS). ESSENTIAL DUTIES: Under the direction of the Accounting Manager, administers the City's Business License Code; operates computer in posting information and payments to business license accounts; maintains statistical records; processes applications for licenses and permits; compiles data, maintains records, prepares reports, answers oral and written inquiries; acts as interdepartmental liaison and cooperates with cities and the public to provide accurate business license information; visits business establishments to ensure proper licensing; may train Account Technicians; and performs other duties as assigned. FINAL FILING DATE: Applications will be accepted until a sufficient number for interviewing purposes have been received. Visit our website at www.fountainvalley.org for more information. Phone: 714-593-4409.

ACCOUNTANT II OR III - United Water Conservation District, Santa Paula, CA. Annual

Salary: Acct II - \$40.8k-\$49.7k; Acct II - \$44.0k-\$53.5k (DOQ). General to difficult professional accounting duties. Analysis, preparation and maintenance of financial records, statements and reports. Active in annual budget and audit preparation. H.S. diploma or GED and completion of college level accounting courses and 2+ years experience in accounting (prefer government experience) and computer software experience (Windows/Excel/Word). Health benefits and paid PERS. Submit resume and cover letter by 11/2 to UWCD, attn: Ann Katz, 106 N. 8th St., Santa Paula, CA 93060 or email annk@unitedwater.org (www.unitedwater.org).

SENIOR ACCOUNTING CLERK - United Water Conservation District, Santa Paula, CA. Annual Salary: \$28,208-\$34,287. Under general supervision, perform variety of accounting duties, including accounts payable assistance and various Finance department clerical duties. H.S. diploma or GED; prefer experience/knowledge of financial record keeping/procedures and computer software experience (Windows/Excel/Word). Health benefits and paid PERS. Submit resume and cover letter by 11/2 to: UWCD attn: Ann Katz, 106 N. 8th St., Santa Paula, CA 93060 or e-mail annk@unitedwater.org (www.unitedwater.org)

FINANCE OFFICER - City of La Cañada Flintridge, CA. Salary: \$5,304 - \$6,450/mo., w/ benefits. Responsibilities include planning, organizing, managing and evaluating the accounting systems of the City; preparing and maintaining fiscal and accounting records; preparing related reports and financial statements; analyzing and reporting on the financial status of the City; providing responsible accounting work including fund management and general ledger activities; performing accounting duties involving transactions of accounts payable, accounts receivable and payroll; and providing staff assistance on fiscal and accounting matters. Bachelor's degree in Accounting, Finance or related field. A Master's degree is desirable. Four years of progressively responsible experience in maintaining financial, accounting and statistical records. Send application, cover letter and resume by: 5:00 p.m. on October 26, 2001. No late or faxed applications will be accepted. APPLY AT: City of La Cañada Flintridge, 1327 Foothill Boulevard, La Cañada Flintridge, CA 91011. Phone (818) 790-8880.