

February 2002

President's Message

Bill Statler, Financial Director, City of San Luis Obispo

As I write my last column as CSMFO President and reflect on how much I genuinely enjoyed the opportunity to serve this outstanding organization over the past year, I must admit that I'm delighted to "pass the baton" to Barbara Underwood, who will become our new President at the annual seminar in February. I know she will do a superb job in leading our organization in the coming year.

Since this is my "swan song," I'd like to take this opportunity to share with you some of our especially notable achievements during the past year. As I've discussed in prior columns, I am a big believer in the power of setting goals (and in clearly articulating them): no matter how hard or well you row the boat, you will never reach your destination if you haven't got a clear idea of where that is. (And as a volunteer organization, we need to be especially sensitive to maximizing our efforts to achieve the biggest gains. Since it's the passion and dedication of volunteers that power this ship, these are precious resources we simply can't waste on the small stuff. We have to be focused on what will create the most value for our members.)

We are especially fortunate that our Board takes this aspect of governance very seriously, and dedicates significant time (discretionary, voluntary time) in setting the course for our organization through an annual goal-setting workshop. We are also fortunate to be assisted in this by Don Maruska, who

many of you know from his work with the Career Development Committee.

For 2001, we set a dozen goals organized into three major initiatives:

- **Career Development.** What key steps can we take in making our already-excellent training programs even more valuable for our members?
- **Technology.** How can we continue to build on our successes in using technology—like our email group and web site—in enhancing service to our members while improving "backroom" efficiencies and reducing costs?
- **Organizational Capacity.** As a largely volunteer organization, how can we best organize ourselves in ensuring we have the capacity to deliver high-quality, affordable and accessible services to our members?

The twelve specific goals we set for 2001 are listed in the side bar, along with a short "report card" on how we did based the detailed "Action Plans" we prepared for each one. (I won't bore you with the details, but these action plans are provided in full on our web site: www.csmfo.org under "About CSMFO").

As you can see, we fully accomplished our objectives in virtually all of these. The following is a brief summary of key highlights:

- **GASB 34 Training.** This was a major accomplishment for us. In less than one year, we designed the curriculum, selected trainers and delivered four workshop modules throughout the State: two in the South, one in the North and one in the Central Valley. We can take special pride in delivering this training program, since it was a

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The MiniNews 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	Barbara Underwood, Vista
President-Elect	Tim Hansen, Fremont
Past President	Bill Statler, San Luis Obispo
Secretary/	Frances Medema, League
Treasurer	of CA Cities

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Mark Alvarado, Monrovia
Dennis Danner, Newport Beach
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Committees

Administration

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Irwin Bornstein, Mission Viejo

Annual Seminar

Dennis Danner, Newport Beach
Ron Bosworth, Santa Rosa
Tim Hansen, Fremont

Budgeting & Management Reporting

Marc Puckett, Costa Mesa
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Career Development

Jesse Takahashi, Campbell
Carolyn Dominguez, San Luis Obispo
Lisa Hildabrand, Carlsbad
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Bradley Grant, Merced
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Bob Torrez, Long Beach

Professional & Technical Standards

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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

"We cannot live only for ourselves. A thousand fibers connect us with our fellow men." - Herman Melville

As we have all experienced many times, and probably particularly over the last months, we do all need each other and there is so much we can share that will enhance our lives in ways we could not conceive were we to try it alone.

Our professional lives are an integral part of who we are, and our association with CSMFO provides us with a vehicle for us to grow in our profession. The annual conference is that time we all join together to share ideas and to hear from the experts in fields spanning the spectrum from the very technical GASB 34 issues, to those sessions critical to our success as managers but not necessarily part of our accounting training such as leadership skills. "Surfing the Waves of Change" challenges all of us to make that extra effort to grow within our profession and be attuned to the most recent information and trends so our cities will benefit from our leadership.

The San Diego committee believes that you will find so much information that is useful in your own department at the 2002 Conference that you can't afford to miss it.

For this final *MiniNews* before the Conference, here are just some of the highlights:

- Steve Farber will be our keynote speaker with his focus on leadership skills and those characteristics of leaders. As finance directors and as part of your city's management team, leadership is becoming intrinsic to your job, but was probably not part of your accounting curriculum. Steve is an exceptional speaker and his remarks will set the tone for the Conference.
- Noted economist Tapan Munroe will offer the latest update on the economic picture in his general session on Friday—a topic especially important now to all of us as we prepare our budgets.
- Luncheon speakers include Dick Butterfield, who will not only speak to the whole group with his session titled, "Riding the Wave: Power of Persuasion Tools for the Uneven Surf," but will offer a breakout session on facing the press.
- Friday's concluding lunch will feature Dr. Janet Lapp, who will guide us through the minefield of maintaining a balance between our professional and personal lives. At Friday's luncheon we will also be awarding the raffle prize; the winner must be present to take away this terrific gift.

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Chapter Corner: Orange County

Darren Hernandez - Director of Finance/City Treasurer, City of La Habra

Greetings from Orange County. As the Chair of this Chapter, I am pleased to report that all is well and fine here in the heart of Southern California. While I could illustrate in painful detail all of this Chapter's activities during the past year of my enlightened and visionary leadership (:::yawn:::), I believe that in the post "nine-eleven" environment we have learned that it is important to keep perspective and, yes, enjoy ourselves a bit. (What? Finance Officers enjoy themselves? Yes!) With this in mind, I wanted to share the lyrics of a song we sang as a group at a recent Orange County chapter meeting; I took the lead and the group came in with the chorus. It was a sight to see and a treat to hear. Enjoy!

To the tune of "Put On A Happy Face" from the film "Bye Bye Birdie":

California's economy is stalling
PUT ON A HAPPY FACE
The Governor's popularity is falling
PUT ON A HAPPY FACE
Revenue collections are not keeping
pace
But PUT ON A HAPPY FACE

The Energy crisis has faded
PUT ON A HAPPY FACE
Rolling blackouts have abated
PUT ON A HAPPY FACE
Californians are paying for the
deregulation mistake
But PUT ON A HAPPY FACE

The U.S. is in a recession
PUT ON A HAPPY FACE

The Tech industry is in a depression
PUT ON A HAPPY FACE
There's economic pain all over the
place
But PUT ON A HAPPY FACE

The State financial picture has been
shaken
PUT ON A HAPPY FACE
Our VLF backfill may be taken
PUT ON A HAPPY FACE
Finance Officers are bracing for pain
But PUT ON A HAPPY FACE

State politicians are seeking reelection
PUT ON A HAPPY FACE
We need some fiscal protection
PUT ON A HAPPY FACE
A Constitutional amendment would
keep our cities safe
So PUT ON A HAPPY FACE

CSMFO Chapter Chairs

Chapter Assistant - Amy Johnson, League of California Cities 916/658-8210 or johnsona@cacities.org

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Central Coast	Rachelle Rickard	805/461-5014	rrickard@atascadero.org
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Coachella Valley	Duane Bambusch	760/346-2489	dbambusch@aol.com
Desert Mountain	Kevin Smith	760/240-7000	ksmith@applevalley.org
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Monterey Bay	Daphne Hodgson	408/646-3947	hodgson@ci.monterey.ca.us
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Special CSMFO Coaching for New and Aspiring Finance Directors

Don Maruska - Master Certified Coach, CSMFO Coaching Program Coordinator

If you've become a Finance Director within the last 3 years or hope to become one within the next year or two, this program is tailored to your needs. It offers the best insights from a panel of leading Finance Directors AND the benefit of one-to-one coaching.

Here's what some past participants have said about the CSMFO Coaching Program:

"It's a wonderful program to help new Finance Directors get up to speed."

"Great opportunity for ongoing networking—an excellent resource."

"A personal mentor; essential advice and direction."

Read the description below and send me an email at don@donmaruska.com if you'd like to sign up. There is no charge for the program, but slots are limited—first-come, first-served.

"NEW FINANCE DIRECTORS"
[Target audience: People who have become Finance Directors in the last few years or are in active pursuit of Finance Director positions]

A. Conference Calls and Guidelines from a panel of 3 CSMFO Master Coaches on the following topics:

- Seasons of the Fiscal Year (key activities and approaches to dealing with them)
- Best Practices for Finance Directors (what do you need to do well to succeed)
- Managing Your Priorities, Delegating, and Personal Balance

B. Personal Coaching from Seasoned CSMFO Members

- One-to-one discussions on topics of interest to you
- Resource to help you find the answers you need
- Expanded network of contacts and support

ARE YOU INTERESTED IN PARTICIPATING? [Note: If you're not yet a Finance Director or actively pursuing a Finance Director position, please consider the "Up and Comers" coaching group. More information on that program is upcoming.] If so, please plan to attend our optional (but encouraged) kickoff session from 4:45-5:45 p.m. on Thursday, February 21, at the Annual Seminar in San Diego.

Annual Conference Vendor Registration

Attention all commercial members! Be sure to visit the CSMFO website at www.csmfo.org, where all information regarding the Annual Conference, including vendor registration, preliminary schedule of events and exhibit hall floor plan, is now located.

For additional information, please contact Leslie Suelter at 760/633-2644 or lsuelter@ci.encinitas.ca.us, or Kathy McHorney at 619/258-4100 or kmchorne@ci.santee.ca.us.

2002 GASB 34 Training Dates

In response to the continued demand for GASB 34 training, we have scheduled training throughout California for the coming year, as follows:

Monday, April 29 - Wednesday, May 1, 2002 - Southern California

Monday, June 24 - Wednesday, June 26, 2002 - Central Coast

Monday, October 14 - Wednesday, October 16, 2002 - Northern California

We will be publicizing further details as we have them; please visit our website at www.csmfo.org for the latest information.

If your city or agency is interested in hosting a workshop with meeting space to accommodate 100 participants, please contact Frances at the CSMFO office 916/658-8210 for details.

UCR Extension Spring Quarter Accounting Class

April 3-June 12, 2002: The Budgetary Process in Governmental and Nonprofit Organizations, Riverside, California, Wednesdays, 6-9:15 pm, Fee: \$345. Overview of the financial planning process with emphasis on budgeting techniques, financial sources, chronologies, roles and politics.

For information contact University of California, Riverside Extension at (909) 787-4111 or check out their web site: www.UCRExtension.net

Welcome New Members



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LAIF Deposit Limit Survey

Robert S. Torrez, Chief Financial Officer, City of Long Beach

I want to thank all of you that took the time to respond to my survey in late November regarding the announcement of the Local Agency Investment Fund (LAIF) deposit limit increase to \$40 million. As your representative on the State Local Investment Advisory Board (LIAB), I was very interested in your reaction to this policy change. Here is a brief summary of the comments submitted.

Since most members of CMTA are also members of CSMFO, the survey was emailed to CSMFO members only. We received 43 responses through our e-mail survey and, of the responses, nearly every respondent was aware of the limit increase. Of those respondents, most were supportive of the increase, though some expressed concerns. The general concerns were that (1) LIAB raised the deposit limit to expand availability of funds for State General Fund purposes and (2) the

increase works to the advantage of larger agencies and disadvantage of smaller agencies. A few respondents suggested raising the limit to \$50 million and others indicated the change would be helpful since it allows greater investment flexibility to local government agencies that use LAIF.

Regardless of an agency's ability to take advantage of the increase, our survey indicated overwhelming support of the policy change. To date, LAIF membership has grown to include 54 counties, 470 cities and 1,916 districts. As of December 2001, LAIF month-end balance was nearly \$19 billion.

For those of you who did not receive my survey, I am interested in your reaction to this policy change and welcome your comments. Please feel free to contact me at botorre@ci.long-beach.ca.us.

2002 Annual Conference *(cont'd from page 2)*

- Many breakout sessions include the Fine Art of Networking, E-Government, Cyber Crime, Ethics, Doing More with Less, Performance Measures, and many other fine topics too numerous to mention.
- We have a big vendor hall with plenty of time to meet those individuals you have talked to on the phone or meet new ones who have a product you need to research.
- The speakers are only the best, the topics are timely, and to top it all off the food is good and there is plenty of it.
- Don't forget the Thursday night "Beach Bash" with Dr. Feelgood and the Interns of Love. Bring your Hawaiian shirt, your casual beachwear and prepare for a good time.

We want to learn a lot, enjoy each other's company, and have some fun along the way. Let's begin putting some balance in our lives. See you in San Diego!!

MARK YOUR CALENDARS



Annual Conference

February 20-22, 2002

San Diego, CA

Please visit www.csmfo.org for more information.

GASB 34 Training

April 29-May 1, 2002

Southern California

June 24-26, 2002
Central Coast

October 14-16, 2002
Northern California

Please visit www.csmfo.org for more information.

Related Organizations GFOA Annual Conference

June 16-19, 2002

Denver, CO

www.gfoa.org

Chapter Meetings



(There are no Chapter meetings scheduled in February, due to the Annual Conference.)

Up the Ladder

DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES - City of Bell Gardens, CA.

The City of Bell Gardens is located in the southeast portion of Los Angeles County, 11 miles from Downtown Los Angeles and 15 miles east of the Los Angeles International Airport with a population of 44,000. The City of Bell Gardens seeks a self-motivated individual for Director of Finance and Administrative Services. The City is a financially stable contract City with 135 full-time employees, its own police department and a \$28 million budget. The Director of Finance and Administrative Services reports directly to the City Manager. This key position manages Finance, Human Resources, Risk Management, Treasury, Information Services and Purchasing. Some of the major responsibilities include general accounting, accounts payable, payroll, budget forecasting, investment and cash management, and all human resources functions. This is an exciting opportunity for a professional manager to join a seasoned team and work in an ideal setting. Monthly salary of \$7219-8775 plus excellent benefits. The ideal candidate will possess at least five years of professional, municipal, financial management experience which includes the implementation and oversight of complex financial systems and ensuring compliance with generally accepted accounting principles and procedures, personnel rules and regulations and possess a Bachelor's degree from a four-year college or university, with major coursework in accounting, economics, business administration or a closely related field. Experience as a Finance Director or as an assistant in a larger California entity finance or personnel office will be desirable in the selection process. Master's degree or licensed in California as a CPA is highly desirable. **APPLY BY: Monday, March 4, 2002.** To request an application, please contact the City of Bell Gardens Personnel Department, 7100 S. Garfield Avenue, Bell Gardens, CA 90201. Telephone: (562) 806-7700 ext. 708 or Email: mrivas@ci.bell-gardens.ca.us.

DEPARTMENT MANAGER, Accounting & Financial Reporting - Orange County Transportation Authority, Orange, CA. Salary: Up to \$9,100/Month (Dependent on Qualifications). This position will manage the functions for the General Ledger, Payroll, Accounts Payable, Accounts Receivable, Fixed Asset Accounting, Grant Accounting & Treasury Accounting sections & activities for fixed route pass sales, fare revenue collection, commercial banking, department budgets &

multi-year financial plans. Also oversee preparation of the Comprehensive Annual Financial Report, National Transit Database Report & State Controller's Reports. Review daily cash position, company operating effectiveness and give technical financial guidance. Requires Bachelor's Degree or equivalent in finance, business or related field & 10 yrs accounting experience including financial analysis, development of internal control systems, & contract/project management, 5 yrs of which are in supervision. CPA license or MBA preferred. Requires knowledge of the practices of governmental accounting & budget development/forecasting. Understanding of government & legislative processes (State Controller & Caltrans). Ability to evaluate/present complex financial data, effectively supervise, direct data management systems & formulate short/long-term objectives. Please forward your resume with salary history immediately via one of the following to: OCTA, HR, (DMAF-CSMFO) 550 S. Main St., P.O. Box 14184, Orange, CA 92863-1584; Email: employment@octa.net; or FAX: (714) 560-5899. www.octa.net. AA/EOE/M/F/D/V

ACCOUNTANT - City of San Jacinto, CA. \$3,639 - \$4,423/month plus benefits. Maintain journals and General Ledgers, Prepare analytical reports and maintain supporting documentation, perform monthly and yearly closings. Prepare Budget Variance Reports to departments. Maintain Grant accounting files. Perform analytical analysis; prepare detail reports, Assist in preparation of the Annual Budget. Supervise and Direct Accounting Technician. Requires knowledge of: principles and procedures of accounting, budgeting, auditing, and financial analysis; GASB and GAAP; CA Gov Code sections relating to Cities; CIP reporting and California Lien laws; Knowledge in the use of computerized accounting systems; MS Excel, Access, Word and Power Point; Assessment Districts, CFD's, Gas Tax, RDA laws. Education and/or Experience: B.S. in Acctg or Fin. or work experience in Gov. Fin., CPA Certificate may be used in lieu of work experience in Gov. Fin. Apply: 201 E. Main St., San Jacinto, CA 92583, (909) 654-7337, ext. 249. Deadline for filing is Friday, February 22, 12 noon.

MANAGEMENT ANALYST I/II - Transportation Division - Public Works Department, Fairfield, CA. SALARY: \$3,763 - \$5,048 per month. Perform professional

administrative, analytical and technical duties in conducting comprehensive analyses, including financial review, budgetary analysis, organization, procedures, finance and services; serve as a policy analyst; develop, implement and administer assigned program responsibilities, including budget preparation, financial and contract management, and funding requests; demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties. Requires: Bachelor's degree with major coursework in public administration or a closely related field. Master's degree in Economics, Public Administration, Finance, Business Administration or Information Systems is preferred; one (1) year of professional level administration experience; public sector experience with an emphasis in transportation is preferred; and valid CA driver's license. To learn more about this excellent opportunity, please visit our website at www.ci.fairfield.ca.us or call (707) 428-7618. Closes: February 22, 2002.

FINANCE DIRECTOR - City of Angels Camp, CA. The City of Angels Camp, CA, home of the celebrated Jumping Frog, is seeking a Finance Director. Located in the historic mining country of the Sierra foothills between Yosemite and Lake Tahoe, the City of Angels serves a population of over 3,000, has a current annual operating budget of \$3 million, including enterprise funds, and 27 full-time employees. Appointed by the City Council and reporting to the City Administrator, the Director is responsible for managing the City's utility billing, accounts payable, payroll, business license, purchasing and related financial management systems; preparing related grant and financial reports. The Director will supervise two full-time employees and one part-time employee. The ideal candidate will be a collaborative, hands-on local governmental accounting/financial supervisor with excellent people and customer service skills, and is familiar with Multiple Operations Manager or similar financial software. A Bachelor's degree in finance, accounting or related field is preferred; a CPA is desirable. For more information about the City, see its web site at <http://www.cityofangels.org/>. The annual salary is negotiable to **\$65,000**. The City also offers an attractive management benefit package. This recruitment will remain open until the position is filled. To be considered for this exceptional career opportunity, submit your resume and

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

genuinely new initiative, requiring the involvement of a large number of dedicated volunteers as well as League staff. Special thanks to Harriet Commons and Mary Bradley for making this happen.

- **Intermediate Governmental Accounting.** Under Jesse Takahashi's leadership, we have reached agreement with Moreland & Associates to develop and deliver an ongoing program of intermediate governmental accounting training. We plan to deliver our first program in Spring 2002.

- **Web Site Enhancements.** Our group email and web site continue to be among our most highly-rated and "value-added" member services. Under Mark Alvarado's leadership (and great help from Frances Medema and Amy Johnson with the League, and Kirk Biglione, our webmaster), highlights during the past year include improving the reliability of our "listserv" and web server, providing job announcements on our web site and offering our members the option of receiving the MiniNews electronically via email notification rather than a "hard copy" mailing.

- **Role of Special Districts.** After struggling with the best approach in better integrating special districts

into our organization, we arrived at the most straightforward: to simply remove any active member distinctions between cities and special districts. As recommended by the Board, the membership will be asked to formally approve this by-law change at the February 2002 annual seminar in San Diego.

- **Chapter Boundaries.** Under Tim Hansen's leadership, we comprehensively reviewed chapter boundaries, and with the concurrence of member agencies, made selected realignments that will result in stronger chapters—which are the basic "building blocks" of our organization.

And lastly, while not a formal "goal" for 2001, I am really pleased with our "new look"—a logo that's as cool as we are.

In Summary. I am extraordinarily proud of my association with this wonderful organization, and of our specific accomplishments during the past year. I am honored to have had the opportunity to play a leadership role in helping to make this happen, and I am especially appreciative of the efforts of our leadership—the Board, Committee Leaders and Chapter Chairs—in both sustaining what's already good about our organization as well as in taking us to new and better places.

2001 Goals "Report Card"

	Complete	Underway
<i>Career Development</i>		
GASB 34 Training	<input checked="" type="checkbox"/>	
Coaching Program	<input checked="" type="checkbox"/>	
Personal & Professional Balance	<input checked="" type="checkbox"/>	
CFO Program	<input checked="" type="checkbox"/>	
Intermediate Govt'l Accounting	<input checked="" type="checkbox"/>	
<i>Technology</i>		
Web Site Enhancements		<input checked="" type="checkbox"/>
<i>Organizational Capacity</i>		
Membership Development & Involvement		<input checked="" type="checkbox"/>
Role of Special Districts	<input checked="" type="checkbox"/>	
Role of Intergovt'l Relations Committee	<input checked="" type="checkbox"/>	
Committee Structure and Roles	<input checked="" type="checkbox"/>	
Role of Chapter Chairs	<input checked="" type="checkbox"/>	
Chapter Boundaries	<input checked="" type="checkbox"/>	

About the Report Card. Status is based on the adopted "Action Plan." However, in many cases, even the completed goals are likely to have "carry-over" and spin-off" tasks into 2002.

Up the Ladder

(cont'd from previous page)

cover letter with three work-related references and current salary as soon as possible to: Kris Kristensen, SHANNON ASSOCIATES, 740 University Avenue, Suite 130, Sacramento, CA 95825. Phone: 916 567-4280; Fax: 916 567-1220; Email: resumes@shannonassoc.com; Web site: www.shannonassoc.com.

COMPLIANCE AUDITOR - Sacramento Regional Transit District. Salary: \$57,912 – 73,944 annually *plus* Excellent Benefits. Filing Deadline: 5:00 p.m., Tuesday, February 5, 2002. **JOB SUMMARY** - Perform complex operational and compliance audits of District departments and functions; performs performance and compliance audits of contractors having contractual agreements with the District; reviews District operations and records to ensure: adequacy of internal controls, safeguarding of assets, compliance with District policies and procedures and federal, state and local agency grant requirements, effectiveness of operations and consistency with the District's organizational objectives. **MINIMUM QUALIFICATIONS** - Education: BA in business administration, accounting or closely related field. Experience: 4 years review of functions, procedures, practices and operations. **FILING** - An employment application is required. For more information contact the Human Resources Department at (916) 321-3800 or visit our website at www.sacrt.com.

ACCOUNTING MANAGER - City of Orange, CA. Salary: \$5,193 - \$6,659 month. City of Orange seeks experienced professional to manage and supervise general accounting division. Requires: undergraduate degree in accounting or a related field; CPA certificate is highly desirable; 3-5 yrs increasingly responsible technical accounting experience including financial preparation, budget development; municipal accounting knowledge and 2-3 yrs. supervisor experience; to supervise 5 professional staff. Filing deadline: 2/14/02, 5:00 p.m. City application, supplemental application, and resume required. Visit City of Orange, 300 E. Chapman, Orange, CA; call 24 Hr. Jobline (714) 744-7262; access website: www.cityoforange.org/personnel. EOE

ACCOUNTANT - City of American Canyon, CA. SALARY: \$3477 - \$4913/mo. Performs professional accounting work, including assisting with City-wide annual budget and CAFR, overseeing grants, general ledger and

(continued on next page)

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

reconciliation of utility billing system. Requires BA or equivalent in Accounting or related field as well as 4 yrs. exp. (public agency and fund accounting preferred). City Application Required. DEADLINE: Friday, February 22, 2002. JOBLINE: (707) 647-4360.

PURCHASING MANAGER – City of Downey, CA. Salary: \$5,411 - \$6,602/month. Additional 2.5% salary increase effective April 1, 2002. The City of Downey (population 107,000) is situated southeast of Los Angeles in Los Angeles County. The Purchasing Manager is an integral part of the Finance Department team and will serve the purchasing needs of the various City Departments, Golf Course, Water Utility and an Animal Control Authority. In addition, the Purchasing Manager is responsible for the duties of the Print Shop, the City's telecommunications system and will supervise other clerical staff. The person selected will have an in-depth knowledge about the principles and practices of purchasing and Federal, State and municipal purchasing laws and procedures. The ability to establish and maintain effective working relationships is essential. A Bachelor's degree in Business Administration or related field plus three years purchasing experience for a public agency including two years in a supervisory capacity is required. Excellent benefits include a 9/80 work schedule, fully paid medical, and PERS 2% @ 55. Apply by Friday, March 1, 2002. For brochure and application material contact City of Downey, Personnel Office, 11111 Brookshire Ave., P.O. Box 7016, Downey, CA 90241. (562) 904-7293. Website: www.downeyca.org. EOE.

SENIOR MANAGEMENT ANALYSTS - Santa Clara Valley Water District. 2 Positions/ Budget & Financial Analysis Unit. Salary: \$5,765 - \$7,024/mo; Includes 7% PERS. Final Filing Date: 2/14/02 by 5pm. Contact: 408/265-2607 x2085, 5750 Almaden Expwy, San Jose, CA 95118, or: www.hey.noah.com. EOE m/f/d/v

ACCOUNTING MANAGER OR SENIOR ACCOUNTING MANAGER - City of Whittier, CA. \$4,779 - \$5,864 per month (Accounting Manager) or \$5,375 - \$6,597 per month (Senior Accounting Manager) plus excellent benefits. Responsibilities include the preparation of the department's budget, financial reporting, general accounting, debt issuance and administration, purchasing administration, FIS maintenance, including Cognos report writing, payroll, employee

benefits administration, accounts payable, accounts receivables, fixed assets, utility billing, HUD and Home loan financial review, plus Redevelopment Agency budgeting and financial planning. The candidate must be knowledgeable about automated information systems including mainframe and PC based applications. This position requires any combination of education and/or experience that would likely provide successful job performance, such as a Bachelor's degree in Accounting or related field and five years of progressively responsible professional accounting experience involving governmental accounting and one year of supervisory experience. Applications and Supplemental Questionnaires can be obtained by calling the City's 24-hour Job Information Line at (562) 464-3398 or on the City's website at

www.whittierch.org. Applications must be submitted by 4:00 p.m. on Wednesday, March 20, 2002.

FINANCIAL SERVICES SUPERVISOR. Total Cash Compensation: \$6617-\$7944/month. Dublin San Ramon Services District is recruiting for a mid-management level position to manage financial functions including accounting, budget preparation, payroll, accounts payable and accounts receivable. Requires: Bachelor's degree in Accounting / Finance or related field & a min of 4 yrs prof / supv exp. Pick up application at the District Office, 7051 Dublin Blvd, Dublin CA 94568, between 7:30 am & 5 pm, Monday - Friday or call our jobline at (925) 551-7230 ext. 170. Final Filing Date: Tuesday, 2/19/02 at 5 p.m. at the District Office. EOE. www.dsrdsd.com

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