

President's Message

By Mark Alvarado, Director of Administrative Services, City of Monrovia

Notes On A Scoreboard.....

Gift certificates! It's the only way to go this year. Barnes and Noble and iTunes and you're set. You'll never have to see another mall again in your life...

As you are finishing up your CAFR, remember to check the website for the revised guidelines for our financial reporting awards program. We're trying to reduce any duplication of work (in relation to the GFOA awards program), so the eligibility of this award has been narrowed down... The great Winston Churchill, Prime Minister of Great Britain, once said to his troops, "Remember, gentlemen, it's not just France we are fighting for, it's Champagne!"...

I hope everyone received their election packet in the mail. More importantly, I hope everyone voted! We had a great group of candidates this year (just like every year!), so I hope you felt confident in the caliber of the new board members joining us next year...

You should have also received your agency/company's membership invoice for 2007. For municipal members, we've tried to make the dues structure a little easier to manage, and we've added incentives (a year end sale!) to increase the number of members from your agency...

Take a look at the cover letter, insert, and membership pamphlet that came with your invoice... And finally, kudos to the Membership Benefits Committee for putting together the pamphlet. Great job Karen and Genie!!!!...

One final note on the baby name. It is officially "Reece Mark-Daniel". He checked in on November 13th. He was 6 lbs, 11 ounces, 20 inches tall (short?), and carrying an attitude. (He's dropped it since!) Everyone is doing great! ...

As we look forward to 2007, CSMFO will be focusing in on four key areas that we think will strengthen our organization. The areas are Membership (disseminating information and expand-

ing information), Training (identify support and possibly web-enabled training), Information Exchange (enhance the exchange of electronic information and review our role concerning legislative issues), and lastly, Effective Execution (streamline our roles and responsibilities, and also to strengthen our support functions)...

By design, these are all broad areas that will enable us to be a more effective and efficient organization...

Fifteen shopping days left until Christmas. Don't worry, the people buying you gifts haven't started shopping either!...

I hope your local chapter has a holiday luncheon planned. It would be a nice time to see your peers, and of course, your commercial member friends, and thank them for supporting you this past year...

Remember GASB 34? For many agencies, this year is the implementation year for the infrastructure reporting. Make sure you get with your auditor and consultant, if you hired one, to review all your options. Remember, the simpler the better!...

I hope everyone has a wonderful Holidays and a great Christmas. Buy a small gift for someone you've never bought for before...

"We could learn a lot from crayons: some are sharp, some are pretty, some are dull, some have weird names, and all are different colors....but they all exist very nicely in the same box."...

If you didn't know who Emmett Smith was before, you do now, huh? The man rushes for 14,000 yards, wins three Super Bowls, and he's now more famous for dancing on TV. Go figure...

"It may be true that life begins at 40, but everything else starts to wear out, fall out or spread out." - Beryl Pfizer...

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December 2006

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Throughout the MiniNews*

Take advantage of our monthly publication by sharing your ideas with us. 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 or call us at 916/658-8210!

You do not have to be rich to be generous. If he has the spirit of true generosity, a pauper can give like a prince.

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League of California Cities Director's Report

November 2006

By Irwin Bornstein

Assistant City Manager/Director of Administrative Services
City of Mission Viejo

The Board of Directors of the League of California Cities met in Anaheim on November 17 and 18, 2006. This was the first meeting of the new year for the League Board. The Board discussed and took action on a number of issues impacting local government finance.

At the meeting, the Board conducted its annual strategic planning session with the participation of other "League Leaders" (officers of League divisions and departments). The product of that effort was the adoption of three strategic goals for the League for the upcoming 2006-07 year. The three strategic goals for the coming year are:

Infrastructure: Ensure fair and effective implementation of the 2006 Infrastructure Bonds consistent with the needs of California cities.

Eminent Domain: Adopt statutory and constitutional reforms of the laws governing the use of eminent domain for private economic development purposes.

Affordable Housing: Expand the supply of affordable housing by adopting reforms that reduce barriers to improved planning and expand the financial resources available.

In other action, the Board:

Discussed the 2006 Legislative year. Far more happened in Sacramento this past year than was originally expected. The League made significant progress on its three strategic goals from 2005-06: infrastructure, housing and protecting redevelopment. Infrastructure funding was protected and enhanced with the passage of Propositions 1A and 1B on November 7. The League worked to get a housing bond included in the bond measures on the November ballot, and it too was approved by the voters. Bond funds will be allocated to local governments to assist with infrastructure issues associated with infill housing and transient oriented development. The League was successful on defense as

well, making sure that every major bill that would have undercut local land use authority over housing was defeated. The League's efforts this past year in the redevelopment arena kept the Legislature from taking rash actions in response to the Kelo decision and the League was the leader in the battle to defeat Proposition 90. The bad news related to the passage of AB 2987 Cable Video Franchising, which transfers the franchising authority to the State. However, the League was successful in its efforts to preserve local franchise revenues and right-of-way control in the final bill.

Approved the proposal by League First Vice President Jim Madaffer to restructure the Utility Users Tax Task Force to be more in line with the policy committee structure of the League. It establishes a Utility Users Tax Working Group under the auspices of the Revenue and Taxation Policy Committee and will include elected and appointed officials, three representatives of UUT cities, several representatives from the UUT technical taskforce and others. It will be a temporary group to deliver policy recommendations within six months to the League Board, through the Revenue and Taxation Policy Committee. In addition, the City Attorney's Department will be requested to form a UUT committee on an as-needed basis and the Fiscal Officers Department will be requested to form a UUT Technical Advisory Committee to provide technical advice to UUT cities and to advise the League on technical and information services requested by UUT cities. This committee will meet on an as-needed basis with appropriate League staff support.

Approved the formation of a Coastal Cities Issues Group. There are 61 cities in California with at least some of their territory in the Coastal Zone. The group will address common issues in the development and administration of Local Coastal Plans and related Implementation Plans and other means of improving the implementation of the Coastal Act and cooperation with the Coastal Commission.

(continued on page 6)

Revisiting the Investment Policy

By Gay Eichhoff and M. Corinne Larson, CTP

Many public entities today have an investment policy. However, the question now becomes “Is it a comprehensive, well developed policy?” Many investment policies are vague, contain contradictory requirements or artificially constrain the investment program. Examples of contradictory requirements would be a requirement to maintain a one-year weighted average maturity but using a longer-term benchmark or a benchmark that does not mirror the investment management style to gauge performance. Examples of artificial constraints would be arbitrary diversification requirements or maturity restrictions that do not match the entity’s cash flows or investment horizon.

The chart below includes tips for developing a sound, comprehensive investment policy. The column on the left outlines what should be in the policy and the column on the right describes why this information is important.

Tip	Reason
Clearly describe what funds are covered by the policy and what funds are covered by a separate policy.	The policy should be clear on what funds are covered by those particular policy guidelines as some funds, such as bond proceeds or pension funds, may have different investment objectives or different investment horizons and would be better managed under a separate policy.
Include a clear and concise statement of objectives.	Simply stating investment objectives as safety, liquidity and yield will not help the government protect its funds. Statements describing how the government will achieve these goals provide more guidance. GFOA’s Sample Investment Policy includes explicit statements of objectives.
Know your investment statutes and determine if all of the allowable investment instruments are appropriate for your investment program.	Some public entities copy the state statute into their investment policies, thus allowing the use of investment instruments that the staff may not fully understand or that may be inappropriate for the government’s investment program. Many public entities may prefer to have an investment program that is more restrictive than that allowed by state statute.
Use explicit language to describe allowable investment instruments; include clear definitions of investment types, credit criteria, maturity restrictions and other requirements.	<p>Vague language leaves room for interpretation. For example, many derivative investment instruments such as mortgage-backed securities are guaranteed by the U. S. government but carry high market risk, which makes them inappropriate instruments for public funds. However, many policies will say that all U.S. government securities are allowable investments. Clear, explicit language describing allowable investment instruments will leave little room for interpretation and will help protect the government from imprudent investment decisions.</p> <p>In addition, some policies artificially limit maturities. Maturity restrictions should make sense for the entity’s cash flows and investment horizon.</p> <p>Requiring governing body approval forces the investment official to analyze the security in question and explain why it should be included, thereby preventing decisions that have not been fully thought out.</p>

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Members on the move

Carolyn Thomas retired from the City of Eureka on November 3rd.

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* Indicates Senior Chapter Chairs

2007 CSMFO Annual Conference March 6th to March 9th, 2007 Modesto Convention Center



Look for registration materials in the mail for “Fabulous Finance” the 2007 CSMFO Annual Conference. It is a 50’s party as we celebrate 50 years of CSMFO. Keynote speakers include Naomi Judd, Dan Burrus, and Dan Walters. There will also be a special anniversary program taking a look back at the 50 years of CSMFO. Then the party will really kick into high gear at the Thursday night conference celebration, “Blast from the Past”. The legendary musical group, Sha Na Na will be there to perform live.

Mark your calendars now to attend the CSMFO Annual Conference as we celebrate “Fabulous Finance”.

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Revisiting the Investment Policy...

(continued from page 3)

Include collateralization requirements in the policy.	Many times public entities require collateralization for their deposit-type investments such as certificates of deposit and repurchase agreements but do not include specific guidelines. Investment policies should specify allowable collateral securities, collateral ratios and third-party safekeeping requirements.
Avoid arbitrary percentages when discussing diversification requirements; instead use guidelines such as “no more than five percent of the portfolio can be invested in the securities of a single issuer” or “no more than 20 percent of the portfolio may be invested beyond one year.”	Many investment policies include specific diversification guidelines such as, “The portfolio must be invested in 50 percent Treasuries, 30 percent certificates of deposit, 10 percent commercial paper, and 10 percent local government investment pool.” Arbitrary percentages can restrict the entity from implementing an effective investment strategy. The purpose of diversification is to reduce risk in the portfolio and can be accomplished by investing in a variety of maturities and avoiding over-concentration in a specific business sector (with the exception of U.S. Treasury securities).
Require a formal process for selecting financial institutions and broker/dealers and describe this process in the policy.	The point of this section is to specify what process you will use to screen firms selling you securities. This section should require a due diligence review of prospective firms, specify minimum credit criteria for financial institutions and limit transactions to only those firms on the approved list. The list should be included as an appendix item.
Require competitive quotes from at least three financial institutions and/or broker/dealers.	Many entities obtain competitive quotes for their investment transactions but do not specifically require them in the investment policy. By not requiring competitive quotes, this practice could be lost over time. Adding this requirement ensures that the competitive quoting process will always be used so that the entity gets the best trade execution for its investments.
Pick relevant benchmarks to gauge your performance.	Many investment policies specify the 90-day Treasury bill as the benchmark in one section and then state that the portfolio must maintain a 1-year weighted average maturity (WAM) in another section. The benchmark should mirror the WAM of the portfolio in order to provide a meaningful performance comparison. A list of benchmarks with varying WAMs can be included in the policy to cover times when the portfolio’s WAM changes.
Adopt your investment policy as a resolution or an ordinance.	Many entities develop an investment policy as an internal document and do not require formal governing body approval. By adopting the policy as an ordinance or a resolution, the policy becomes an official document.
Keep in mind the difference between a policy and a procedure.	A policy sets out what you can do. A procedure spells out how you are going to do it. Some policies get bogged

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President's Message...

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Ok, one more holiday recipe. Ever had chilaquillas? They are fried tortilla strips mixed with green enchilada sauce, eggs, onions, and Mexican cheese. Cut one inch tortilla strips (about a dozen tortillas). Fry, add salt, and set aside. In a big sauce pan, heat one can, 28 oz, of green enchilada sauce. Add the tortillas and a half an onion, diced. Mix thoroughly. Pour into a baking dish. Mix in half a dozen scrambled eggs and cook for about 10 minutes. Add salt and pepper to taste. Mix again to move the egg yoke around. Cook another 10 minutes, until the eggs are cooked. Add the cheese (about two cups) on top. Garnish with sour cream and parsley. Bam!! You'll be loved by everyone!... I encourage you again to check out our...your...website! Everyone involved (our Tech committee and League staff) continues to do a hell of a job getting information posted. The website is a great resource. Use it!!... And finally, "People who ask our advice almost never take it. Yet we should never refuse to give it, upon request, for it often helps us to see our own way more clearly." - Brendan Francis...

Merry Christmas and Happy New Year to everyone!...

Director's Report...

(continued from page 2)

I want to reiterate my gratitude for giving me the honor and entrusting the responsibility of representing the Fiscal Officers on the League Board for a second two-year term. If you have any questions about this report or would like further information, please feel free to give me a call at 949 470-3059 or email me at ibornstein@cityofmissionviejo.org.

I encourage everyone take an active interest in the League and to consider volunteering some of your time to participate in its activities. If you would like to find out more about how to do that, please contact me.



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Revisiting the Investment Policy...

(continued from page 6)

Put specifics such as authorized personnel and authorized financial institutions and broker/dealers in an appendix attached to the policy.	<p>down with too much detail and become quickly outdated.</p> <p>Policies that include names rather than titles of personnel and specific names of authorized business partners can become outdated and require governing body approval when updated. Using only titles and referencing appendix items in the policy allows the policy itself to stay current. Appendix items can be easily updated and do not require governing body approval.</p>
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By using this chart as a checklist, public entities can ensure that their investment policies are complete. The national Government Finance Officers Association has recently revised its Sample Investment Policy to include expanded examples of sample policy language. The newly revised sample policy is available from GFOA's website www.gfoa.org.

M. Corinne Larson, CTP, is a vice president with MBIA Asset Management Group and can be reached at 914-765-3505.

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Karen P. Brust, San Diego County Water Authority
Membership Benefits Committee Chair



Join CSMFO now to share in the great benefits and networking opportunities that CSMFO provides. First time members, and those who are not currently members, have a one-time opportunity to join at a discounted rate of \$75 (regardless of whether you are the first or fifth member from an agency). Active membership includes all public employees and elected or appointed officials involved in municipal finance in any city, county or special district in California. However, if you join before December 31st, you will get a deeper one-time discounted sign-up rate of \$55, enabling you to enjoy benefits through December 2007.

Please call your friends and let them know about the great opportunities that await them to network and grow in their career. If you need additional information, please contact either Karen Brust at kbrust@sdwca.org / 858-522-6671 or Genie Roberts at genie.roberts@cityoftemecula.org / 951-693-3937. Brochures and applications can be downloaded from the CSMFO's website at www.csmfo.org.

We welcome you, so join now for a great opportunity to grow your network and to access a wealth of professional resources.

The Long Road to Recovery

By Zane Johnston, 2003 CSMFO President

It seemed like a typical Monday morning trying to drag myself out of bed and get going for another busy week at work. Only on this morning a year ago, something seemed wrong. My legs really hurt as I walked but I dismissed the pain as having done too much yard work over the weekend. The next day my legs were worse and my hands also felt clumsy. I went to the doctor but he found nothing wrong and said I just needed to rest. Another day passed and now I could hardly walk. The next day I fell in my back yard and couldn't get up.

After the fall, I went to the emergency room and by the time I had arrived, I could no longer walk on my own and had virtually no use of my arms. I was immediately given an MRI to determine if I had a brain tumor. Fortunately that proved negative and the emergency room doctor zeroed in on the diagnosis - Guillain-Barre Syndrome (GBS). It is a rare neurological disorder that sometimes happens after having the flu. A person's antibodies kill the flu virus then they shut off. With GBS they don't shut off and instead go looking for something else to attack and kill. What they attack is the sheathing around the nerve endings. This means you lose control of your body, as your mind can no longer communicate with your muscles.

I was immediately hospitalized and put on treatment to prevent my body from continuing to attack itself. Over the next 14 days I received 7 treatments that involved being hooked up to a dialysis-type machine that removed all of my blood and then spun it around with centrifugal force to remove the plasma. My own white cells and red cells were then put back into me and my body would regenerate new plasma. While not painful, the 2-3 hour long treatments took a lot out of me and within the first five days I had lost 25 pounds. No, I do not recommend the GBS diet.

The treatments were successful in that I was stabilized and I did not progress further into paralysis including the need to have to be put on a respirator. Now I just had the neurological damage from the loss of the sheathing that had to heal. This became a yearlong process.

I'm a very active person who enjoys regular workouts at the gym and many other physical activities. Now all of a sudden, I had very little use of my body. It became clear to me early on that much of my recovery was going to be a mental game. It took me three months to be able to climb a step, six months to be able to pull a lawn mower cord and 10 months before I could swing a golf club. I learned some valuable things recovering from paralysis.

It is the everyday things in life that we should not take for granted. Stop and tell those around you that you love them. Don't grumble about raking the leaves instead of watching the big game. Having the physical ability to rake leaves is a marvel in itself.

Always keep focused on the positive. For me this was taking encouragement in the things I could do this month that I couldn't do last month. I couldn't dwell on what I still was unable to do. I remember the first day in my recovery that I could lift a pull-tab up on a Pepsi can. What a victory!!!

Don't let obstacles defeat you. I'm a pretty good bowler and I bowl on a team with my mom and friends. After GBS I couldn't bowl but each week I went to league and sat with my bowling team. Finally after about three months of this I told myself, next week I'm bowling. I've never been one to sit on the sidelines, why start now? I bought a child's weight bowling ball and had it specially drilled for me. I could hardly lift the ball but with two hands I could put it into motion, albeit very slow motion. My first game was a 90, about 100 pins under average. But I was there bowling and not sitting and watching everyone else bowl.

It took a year, but today I'm pretty much back to normal. A few struggles remain. I don't have very good fine motor skills and my hands shake a bit. These are things that may or may not get better with time. I have learned that it is my own attitude that will determine my successes, define my character, and provide me the foundation to enjoy life regardless of what comes tomorrow, good or bad.

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tration; Master's Degree and/or CPA certification highly desirable. The position closes on Tuesday December 5, 2006. No postmarks will be accepted. A completed City of Bell Gardens application is required for consideration. Resumes will not be accepted in lieu of a city application. www.bellgardens.org. (562) 806-7718

ACCOUNTANT, City of Burlingame, CA. Salary: \$5,086.42 - \$6,180.68 plus excellent benefits, including PERS 2% @ 55. The City of Burlingame seeks qualified candidate to establish, review, and maintain control of fiscal records and auditing work, prepare state and federal reports, assist in the maintenance of city's general accounting system, and maintain the capital asset program. Requires a Bachelor's degree in accounting or closely related field, with four years of paraprofessional accounting experience, preferably in a public sector environment; or an Associate's degree in accounting or related field or successful completion of an Accounting Certificate Program of 30 semester or 45 quarter units from an accredited college, along with similar experience. Position closes December 22, 2006. To apply, and for complete job information, please visit www.burlingame.org. For more information, call 650-558-7206. Equal Opportunity Employer.

Contribute to the CSMFO MiniNews

CSMFO encourages members to share items of interest with other local finance officials. If your city or agency has successfully addressed a fiscal problem, implemented a new program or just have some great ideas, we want to hear from you. Your comments on current fiscal issues are also welcome. Please forward your articles to Cheryl Yerxa at cyerxa@cacities.org by the monthly deadline of the 25th.

Editor's Note

It is the policy of CSMFO to permit articles of interest to be published for their educational or reference value in the MiniNews. The Board advises readers of these articles that the Board makes no endorsement or verification of accuracy of cited references. Readers are reminded that such articles are the opinion of the article's author.

ACCOUNTANT (DISBURSEMENT SUPERVISOR), UC Hastings College of the Law, San Francisco, CA. Hiring Salary Range: \$41,796-\$58,524/annually. Full Salary Range: \$41,796-\$75,252/annually. Responsibilities include reviewing all check and disbursement requests, invoices and travel reimbursements in a timely manner; interacting with vendors and third parties; training and developing support staff; and managing the vendor database. Requires the ability to thrive in a fast-paced, deadline driven environment; a Bachelor's degree with some course work in accounting, five years experience in A/P (preferably in a higher education environment), two years supervisory experience, an in-depth knowledge of GAAP, A/P functions using an enterprise reporting system (preferably Datatel's Colleague), and Federal 1099 MISC reporting. Please download required employment application at <http://www.uchastings.edu/hr> or contact the UC Hastings HR Department at (415) 565-4703 to obtain the required documents.

SENIOR ACCOUNTANT / AUDITOR, County of Humboldt (Eureka), CA. Salary: \$3533 - \$4313 monthly plus 2.7@ 55 PERS retirement. Performs advanced, specialized professional auditing and accounting work; audits departmental records to ensure compliance with fiscal policy; reviews, analyzes and adjusts budgets for county and /or special district funds; prepares journal entries; conducts special accounting projects related to county finances. Knowledge of governmental and fund accounting practices is required; three years accounting experience at a professional level and a four-year degree in a related field is desired. Filing deadline: Open until filled. County application required; apply online at www.co.humboldt.ca.us or call Personnel to request application. (707) 476-2349. AA/EOE

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Up the Ladder...

Up the Ladder...

FINANCE MANAGER, LOTT Alliance, Olympia, WA. Salary: \$65,000 to \$86,000 plus excellent benefits. LOTT Alliance provides wastewater management and reclaimed water production services for the urbanized area of north Thurston County, Washington. Its four government partners (Lacey, Olympia, Tumwater and Thurston County) jointly provide programs and facilities serving a 23,000 acre area and more than 85,000 people. Reporting directly to the General Counsel, the Finance Manager will serve as LOTT's principal business manager, treasurer and certifying officer. He or she will manage 1-2 FTE's and manage an operating budget of approximately \$47 million for fiscal year 2007. The Finance Manager will perform, supervise, monitor, and certify financial activities. He or she will perform professional accounting work in the interpretation and application of complex rules, regulations, and financial data and in the development and maintenance of LOTT's financial and accounting systems. A bachelor's degree involving major study in accounting, finance, business administration, or closely related field and a minimum of five years of relevant professional level public entity experience are required. All qualified candidates are strongly encouraged to apply immediately! Open until filled. Please send a letter of interest, resume, and completed application to Greg Prothman via email at humanresources@prothman.com or mail to: Prothman Company, 3633 136th PI SE, Suite 206, Bellevue, WA 98006. Phone: 206-368-0050; fax: 206-368-0060. Complete profile of the position and application form available at www.prothman.com.

ACCOUNTANT I/ACCOUNTANT II, City of Monrovia, CA. Salary: \$3,509 - \$4,479/Month/Salary: \$4,110 - \$5,245/Month. **SENIOR ACCOUNTANT**, Salary: \$4,762 - \$6,078/Month. One position is available. Selected candidate will be appointed at one of the above classifications in accordance with their level of experience and education. Must be proficient with Microsoft Windows and Office. Must possess a valid California Class "C" Driver's License. Municipal accounting experience is preferred. Experience with a financial computer system conversion is desirable. Prepare a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data; conduct and/or coordinate internal/external audits of financial records; examine, analyze, and verify documents to ensure adherence to established internal controls and accepted professional standards. Please send application to City of Monrovia, Human Resources Department, 415 S. Ivy Avenue, Monrovia, CA 91016. Phone: (626)932-5516; Fax: (626)932-5560; Website: www.ci.monrovia.ca.us for application and detailed job flyer. Deadline: December 21, 2006.

BUDGET MANAGER, City of Morgan Hill, CA. Salary: \$76,800 - \$98,400 annually. The city is seeking to recruit a high caliber and dynamic budget manager with excellent analytical, problem solving, customer service and technical skills. The successful candidate will be a strategic, proactive professional who has a comprehensive understanding of local government financial management, experience with RDA financing and reporting and strong interpersonal skills that establish credibility as the city's budget expert. The ideal candidate will have a Bachelor's degree in accounting, finance, business administration, public administration or a closely related field and at least two years of responsible, professional work experience in budgeting/accounting/finance fields with at least one year of local government finance experience that included budget responsibilities and a general understanding of government fund-based accounting. A completed city application form, resume and cover letter are required to be considered for this position. Call (408) 779-7276 for an application or apply online at <http://www.morgan-hill.ca.gov>. Submit application materials to City of Morgan Hill, 17555 Peak Avenue, Morgan Hill, CA, 95037. This position is open until filled but initial screening will take place on Friday, December 15, 2006 and successful candidates may be invited to an oral board as early as Thursday, January 11, 2007. EOE.

FINANCE MANAGER, City of Nevada City, CA. Annual Salary to \$61,000 DOQ. Excellent benefit package including vacation, health insurance and enhanced employer paid PERS retirement benefits of 2.5% @ 55. Nevada City is currently seeking well-qualified applicants for the position of Finance Manager. Duties include serving as Deputy City Treasurer, management responsibility for all fiscal-related services, and activities and administration of the city's finance operations. This position is open until filled with first cut-off date of December 15, 2006. Submit applications to City of Nevada City, Attention Finance Manager Recruitment, 317 Broad Street, Nevada City, CA 95959. For questions, application forms and complete job description call 530-265-2496. EOE/AA

ACCOUNTANT ANALYST, City of Petaluma, CA. Salary: \$4,953 - \$6,021/month; salary includes the 7% CalPERS retirement contribution. This position will assist in the capital improvement project record maintenance, monitoring, and reconciliation; work independently, serve as a liaison to departments; maintain budget systems to provide control of expenditures for long term projects; and review of expenditures to ensure compliance with the adopted budget. The ideal candi

date will possess a Bachelor's degree with major work in accounting and have one year related experience. Municipal or governmental accounting experience is preferred. Please refer to the recruitment flyer for further information which is available on our web site at www.cityofpetaluma.net/hr; or at the Human Resources office located at 11 English Street, Petaluma, CA 94952; (707) 778-4534. Deadline: January 5, 2007.

PORT AUDIT MANAGER, Port of Oakland, CA. Salary: \$8,520 - \$10,556 per month. The Port Audit Manager performs the most complex work at the project coordinator level. The incumbent provides supervisory direction for audits and, as appropriate, performs highly specialized, complex, and difficult audit work. The incumbent is responsible for administering programs, project development, project management, preparation of confidential reports for senior management and the Board of Port Commissioners, and the training of subordinate staff. The scope of the work may include either future or current audits and requires a high level of technical knowledge and the exercise of independent judgment.

This position requires a Bachelor's degree in accounting, finance, business administration or a closely related field and at least five years of professional internal auditing experience. A background in enterprise accounting in a governmental or public agency environment is desirable to provide depth to the position. Certified Internal Auditor (CIA) and Certified Public Accountant (CPA) designations and operational audit experience are highly desirable. We offer a competitive salary along with exceptional benefits. You may obtain a copy of the complete job announcement and employment application via the Internet at <http://www.portofoakland.com> by clicking on "Job Center." Alternatively, you may call our Job Hotline at (510) 627-1142.

ACCOUNTANT I, Salary: \$4186 to \$4997 per month; **ACCOUNTANT II** - \$5027 to \$6085 per month. City of Richmond, CA. **ACCOUNTANT I** (entry level) requires a four (4) year degree in accounting, finance or a closely related field or five (5) years of accounting experience, at least one year of which was at a level comparable to the city's classification of Senior Accounting Assistant. **ACCOUNTANT II** (professional level)

requires a four (4) year degree in accounting, finance or a closely related field or CMTA Certification at the time of appointment or within one (1) year and one (1) year of professional accounting experience. Application/Supplemental Questionnaire may be obtained by visiting the website: www.ci.richmond.ca.us/~hrweb or by sending a SASE to City of Richmond, Human Resources Management Department, 1401 Marina Way South, Richmond, CA 94804. 510-620-6602. Final Filing date is Monday, November 27, 2006. No postmarks accepted.

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Up the Ladder...

DIRECTOR OF ADMINISTRATIVE SERVICES/CHIEF FINANCIAL OFFICER City of Rosemead, CA. Salary: Open, DOQ. The City of Rosemead has begun a tremendous project to reinvent itself into one of the premier municipal governments in the nation. As part of this transformation, newly appointed City Manager Andrew Lazzaretto, a veteran of the municipal management profession, has initiated a complete reorganization of the city's Administrative Services Department and the new director will have the unique and exciting opportunity to assist with this redesign of departmental operations. The ideal candidate we are looking for is anything but ordinary – in fact, we are looking for extraordinary. Are you a highly energetic, motivated, outside-the-box thinker who gets excited at the thought of continual improvement, implementation of world-class financial systems, and assisting with the creation of a nimble, innovative, and results-oriented organization? Are you a highly technically competent, customer-service oriented finance expert who believes in treating people the right way and doing the right thing? If that description fits you, then we know that the Rosemead organization will also. Contact Oliver Chi, Deputy City Manager, City of Rosemead, 8838 East Valley Boulevard, Rosemead, CA 91770; (626) 569-2106; ochi@cityofrosemead.org. Final filing date: January 12, 2007. For a detailed job flyer and recruitment instructions, please visit <http://www.cityofrosemead.org>. EOE.

FINANCIAL ANALYST, City of San Jose, CA. Salary: \$77,521.60 - \$94,473.60 annually. The City of San José Finance Department is seeking to hire a Financial Analyst to assist in managing the city's debt program. The Financial Analyst reports to the Debt Administrator and is responsible for debt administration activities of the Treasury Division of the city's Finance Department. The Treasury Division is responsible for all administration of the city's debt portfolio and new debt issuance for the City of San Jose. The Finance Department is an active participant in a citywide effort to improve customer service and operational efficiencies through strategic planning and objective measurement of performance. The successful Financial Analyst candidate will be an integral partner in that effort. Responsibilities include representing the city in all phases of debt issuance activities including: negotiation of business terms, review of legal and disclosure documents, and interaction with rating analysts, bond insurers and investors. Drafting Council memoranda, business correspondence and reports, including primary and continuing disclosure documents, sections of the city budget, and sections of the city comprehensive annual financial report; conducting research and financial analysis, and prepare recommendations in support of city debt portfolio management and capital planning efforts. Coordinating with city's arbitrage rebate consultant to insure compliance with IRS tax code requirements; and ensuring bond transcripts, bond fund requisitions, trustee statements and other critical items are maintained in accordance with IRS record retention requirements. If you are an interested candidate who meets the minimum qualifications, you can be considered for this vacancy by applying online. To apply for this vacancy, go to <http://jobs.cityofsj.org>. Click on "Open Recruitments". Click on "Finan

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SENIOR MANAGEMENT ANALYST, City of San Carlos, CA. Salary: \$5,898 - \$7,169/month plus excellent benefits. The Administrative Services Department is responsible for the execution of the city's administrative policies and programs. The Department is comprised of Administration, Finance, Human Resources, Information Technology and Risk Management Divisions. Under general direction of the Administrative Services Director, this position is responsible for the daily operations of the city's Risk Management General Liability program; provides professional administrative and analytical support to the Administrative Services Director and the department's division heads; provides management of projects, programs and initiatives of the department; prepares and submits to the director the Administration Division's annual operating and capital budgets; assists in the development of the city's annual operating and capital budgets; prepares contracts, drafts, correspondence, written reports and detailed analyses; manages the city's contract review program; may make public presentations before city council and various commissions; may serve as staff to several community based committees; drafts and review RFP's; serves as a member of the department's management team; represents the director on specific issues; supervises the city's receptionist and information kiosk program. A Bachelor's Degree in business or public administration or a related field and a minimum of two years experience as a Management Analyst or equivalent experience is required. Experience in a public agency is preferred. Applications and resumes may be submitted online at www.calopps.org. Visit our website at www.cityofsancarlos.org for complete information on the position, the community and the recruitment process.

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SENIOR ACCOUNTANT, Santa Clara Valley Transportation Authority. Salary: \$6190 - \$7180 monthly. VTA offers a generous benefit package including: vision care, choice of health plans, dental coverage, employee assistance program, life insurance, and liberal holiday, vacation, and sick leave. The VTA also contributes to the Public Employees Retirement System for the 2% at 55 Plan and pays the employee's regular contribution of

approximately 7%. Under general direction, plans, organizes and performs complex, professional and technical accounting duties in the analysis, preparation and maintenance of financial records, reports and systems, and is the expert level professional class in the Accounting Series. This position also supervises other accounting personnel; performs highly complex and technical accounting and financial analyses to provide accurate and timely financial reports to management, other governmental agencies and the public to support sound decision making and ensure appropriate public disclosure and accountability. Work requires the exercise of a high degree of independent judgment based on thorough knowledge of VTA's business activities and financial management practices and procedures. Minimum qualifications include graduation from an accredited college or university with a major in accounting, finance, business administration or a closely related field; and four years of progressively responsible professional accounting experience, one year of which was in a lead or supervisory capacity. Experience in a public agency is preferred. A Master's degree in Business Administration with emphasis in accounting or Certified Public Accountant license may be substituted for one year of the required experience. For more information or to apply go to www.vta.org or (408) 321-5665. Open until filled.

Up the Ladder...



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