

JANUARY 2009

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President's Message

— **Viki Copeland**, City of Hermosa Beach Finance Director, 2008 CSMFO President

I hope all of you had a wonderful holiday season and were able to recharge for the challenges we have ahead of us in the New Year.

Annual Conference

There will be plenty of seminars at the Annual Conference to assist you with the challenges that you and your agency may be facing. Check out the list of seminars in the registration brochure on our Web site at www.csmfo.org. The deadline for early registration is Jan. 23, 2009 so be sure to register prior to that date.

The Web site also has information about how to apply for the CSMFO Scholarship for Conference Registration in the event that your city has cut your conference budget. Limited scholarships are available so don't wait to apply.

Membership Renewals

CSMFO is streamlining our renewal process, making it easier for you and less costly for our association—we're going electronic! All of you have by now received e-mail notices providing instructions on how to renew your membership online.

Despite the Jan. 1 due date, however, a number of you still have not renewed.

Please remember that you must renew in order to be listed in the membership directory, as well as to receive the member rate for the

upcoming conference.

Information on how to renew online can be found on page 22.

Election Results

Election results were announced at the CSMFO Board meeting on Dec. 3, 2008, and to the membership on Dec. 10, 2008.

But in case you haven't heard:

President-Elect, Ronnie Campbell,
City of Camarillo

Board Member, South, Christy Pinuelas,
City of Agoura Hills

Board Member, North, Harriet Commons,
City of Fremont

Congratulations to all of the candidates. There was a great slate, with two candidates for President-Elect and three for each Board position. When was the last time you saw a ballot for CSFMO that full? And to top it off, it was all done electronically, without a hitch!

I sincerely hope those who were not elected this time will stay involved with CSMFO and come back to run another day. Many officers of the Board have taken more than one election to be seated. With so many qualified and dedicated volunteers, it is no surprise that the elections were very close.

President's Message, continued**Appointment of Board**

On Jan. 21, 2009, the Board will appoint a member to fill the seat being vacated when Ronnie Campbell steps into the position of President-Elect at the Annual Conference.

The vacant Board position is from the South. According to CSMFO bylaws, when there is a vacancy, the Board appoints the position for the unexpired term, which in this case will be 2010.

Administrative Services

I mentioned last month that the Board also approved a contract for administrative services with Smith Moore & Associates with an effective date of Jan. 1, 2009.

A separate postcard will be sent to the membership, but in the meantime, Melissa Dixon is the Executive Director in charge of CSMFO services. She may be reached at our same phone number of 877-282-9183, 1215 K Street, Suite 2290, Sacramento, CA 95814.

When we started this year, we were in transition from using the League of California Cities for our administrative services to using DMH. Here we are at the beginning of another year and going through yet another transition.

It was unfortunate that the former arrangement did not work out,

but I believe that we will have great success with the firm of Smith Moore & Associates and look forward to working with them for years to come.

Farewell

It's hard to believe my year as President is coming to an end – I was just getting the hang of things!

Sincerely, I am honored to have served as your President for this year and have learned much, mostly about what a great organization CSMFO is. I already knew it and you hear people say it a lot when they are giving out "thank you's" but from my vantage point over the past year, it has really been driven home.

I look forward to continuing as Past-President next year, working with the chapter chairs and supporting Thomas Fil as President and Ronnie Campbell as President-Elect. I think we have a great two years coming up, however challenging they may be.

"Keep in mind that neither success nor failure is ever final."
Roger Babson

See you at the Annual Conference next month.

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Executive Director's Message

— **Melissa Dixon**

Happy New Year!

As you may have read in the December issue of the MiniNews, Smith Moore & Associates (SMA) was chosen by the CSMFO Board of Directors to manage the association, effective Jan. 1. We are all very excited to be joining the CSMFO team!

Let me begin by recapping what we have done to date. SMA was awarded the contract on Nov. 6, 2008. We began the transition in November, slowly incorporating our staff into CSMFO goings-on, including teleconference meetings with the Board, committee chairs, and the annual conference committee. SMA staff attended the CSMFO in-person Board of Directors meeting at the Disneyland Hotel in early December, and what a pleasure it was to get to know such a fun, diverse group of people. I can only hope this group was indicative of the makeup of the entire membership!

While our partnership with CSMFO officially began Jan. 1, we assumed the accounting role for the association at the meeting in Disneyland. I'd like to take a moment to thank Rob Burns and Lorena Tapia from the city of Chino for providing us with such a clean set of books!

With this MiniNews due out less than two weeks after we came on board, the Annual Report deadline of Jan. 15 fast approaching, and the Annual Conference only a month away, my staff and I have hit the ground running! If you have a report to provide for the Annual Report, please be sure to e-mail it to our office as soon as possible.

This year's Annual Conference is being held at The Westin St. Francis Hotel in San Francisco, Feb. 18-20, 2009. The program and registration brochure are both available at www.csmfo.org. I encourage you to sign up early for this anticipated event!

I hope to meet many of you at the Annual Conference in February, and look forward to a promising 2009!

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Barbara Boswell, Lancaster

Mike Whitehead, Rolling Hills Estates

Mark Moses, Stockton

Thomas Fil, Belmont

CSMFO 2009 Annual Conference

Tuesday, Feb. 17 through Friday, Feb. 20, 2009

The Westin St. Francis, San Francisco, California

Hotel Reservations

- The deadline for hotel room reservations at the conference rate is Monday, Jan. 26
- Call 1-800-Westin1 to make reservations
- For more information about The Westin St. Francis, please call 415-397-7000

“The San Francisco Experience”

CSMFO's Thursday Night Gala Event

Join fellow CSMFO members and visit San Francisco's North Beach Area on a cable car ride. North Beach is renowned for its classic Italian eateries and you'll have the opportunity to dine in one of North Beach's historic restaurants.

After dinner, you'll be attending CSMFO's own private showing of Steve Silver's "Beach Blanket Babylon" – the longest running musical revue in theatre history. The show has had more than 12,000 standing room only performances in San Francisco and continually evolves in its hilarious parodies of current events and popular icons as today's headlines unfold.

Dinner and Show

6 p.m. – 10:30 p.m.

\$100

Dinner only

6 p.m. – 9 p.m.

\$75

Visit www.csmfo.com for more information about the Annual Conference and to download a registration brochure. Online registration is now available.



Annual Pre-Conference Seminars

The CSMFO Career Development Committee is excited about offering two pre-conference seminars. These seminars are a great opportunity for agencies to hear an overview about ways to focus attention on how to afford and deliver our valued services.

More information will be included in the annual seminar brochure and online at www.csmfo.org.

Take the opportunity to extend your time in San Francisco by attending one of these topical seminars. These seminars will be presented the morning of Wednesday, Feb. 18, 2009, at The Westin St. Francis Hotel prior to the Annual Seminar. An additional fee of \$100 will be charged for this three and a half hour session.

Budgeting for Outcomes: Local governments are subject to increasing financial pressures, which will only worsen with quickly rising health care costs, stagnant revenues, and citizen expectations for ever more and better government services. The common reaction to fiscal pressure has been across-the-board cuts, which weaken every program equally, regardless of its impact on citizens.

Budgeting for Outcomes (BFO) is a comprehensive, results-driven approach to budgeting that starts with the results citizens want and focuses not on how to cut 15 or 20 percent from the budget, but on how to maximize the results produced with the remaining 80 or 85 percent.

BFO is a sustainable approach to budgeting – one that can be used year after year to maintain long-term fiscal balance while simultaneously improving the value government delivers to the public.

Presented by Anne Kinney, Director of GFOA's Research and Consulting Center



Paying its Way: The best formulas for revenue, costs and affordability: This seminar will review the theoretical and practical aspects of conducting a water and sewer rate study. It is designed for individuals who want an introduction to rate setting principles and individuals who would like a “refresher” course. The seminar will focus on the three major components of conducting a rate study, which include the long-term financial plan, cost of service analysis and rate design.

The long-term financial plan determines the annual cash requirements necessary to cover operations and maintenance costs, and capital improvement program funding with the appropriate blend of cash and debt-financing, while meeting target debt coverage ratios and reserve requirements.

Cost of service analysis allocates the annual cash requirements to customer class and/or functions based on cost causation principles. This aspect of a rate study has gained significant importance due to Proposition 218 and Government Code Section 54999.

The final component of the study, rate design, develops a rate structure based on the cost of service analysis, cash requirements determined in the financial plan and the policy goals of the utility. The framework for this seminar will be based on the American Water Works Association and the Water Environment Federation guidelines.

Presented by Sanjay Gaur, Principal Consultant with Red Oak Consulting



CSMFO 2009 Annual Conference Sponsors

On behalf of all CSMFO members, the CSMFO Board of Directors wishes to thank the following sponsors for their generous support which helped to enhance the quality of this conference.



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What is an AB 55 Loan and How Does the Loan Affect my LAIF Deposits?

**By Daniel S. Dowell, Director of Investments
State Treasurer's Office**

"Our District attended the [LAIF] conference that was held in October 2008 and was told that the money that we invest into the LAIF account is 'our money'. Last week, we received a copy of a 'Budget Letter' from the State of California stating that the PMIB voted to freeze all disbursements from AB 55 loans. Is the money that we invest held in a different account from the AB 55 loan money and what exactly is the AB 55 loan money used for?"

Received by the State Treasurer's Investment Division from the Thermalito Sewer and Water District

On Dec. 17, 2008, the Pooled Money Investment Board (PMIB) unanimously voted to limit the further servicing of loans to bond-funded infrastructure projects (AB 55 loans). The PMIB took this action to ensure that the Pooled Money Investment Account (PMIA) continues to meet its primary responsibility to provide appropriate liquidity ongoing to all Pool participants.

The PMIB determined the loan restrictions were necessary because the state cannot issue either commercial paper or bonds – the two essential methods of repaying AB 55 loan expenditures.

The inability to issue debt is directly attributable to the state's worsening fiscal condition. Current projections by the State Controller show the state will run out of cash to pay its bills in February, while the Department of Finance projects a budget shortfall of \$40 billion through FY 2009-10.

Until the Legislature and governor enact a credible solution to the budget problem, Treasurer Lockyer has determined the state will not be able to sell bonds.

In light of these recent developments, I wanted to stress two points:

1. The PMIB's limits on further AB 55 expenditures do not suggest, imply, or connote any credit concerns with the loans themselves, the agencies responsible for the loans, or the pending bond sales backing the loans. The AB 55 loans therefore remain credible obligations within the PMIA portfolio until – not if – the state can sell bonds or commercial paper, and provide the PMIA the funds necessary to pay back the expended principal and interest.
2. Assets held in the Local Agency Investment Fund (LAIF) are not affected in any way. Our city, county, school and special district partners can rest assured – there is no reason for concern about the safety or availability of LAIF funds. They belong to you. The state cannot touch them.

AB 55 Loans

AB 55 loans are lines of credit extended by the PMIB to state agencies or departments to provide funds for startup costs or progress payments on authorized bond projects.

After a vetting process that includes verification of the project, the legal authority for bond issuance, and the ability of the borrower to repay the expended line of credit, the PMIB agrees to the department or agency request and the line of credit is provided by the Pool.

All lines of credit are granted for a period of 364 days, bear the interest rate of the daily Pooled rate from the day before, and may be increased or extended upon request of the borrower.

AB 55 Loans, continued

The state created the AB 55 Loan Program in response to the Tax Reform Act of 1986. The objective of the program was to minimize the requirement to track arbitrage earnings and rebates of excessive earnings on bonds. The line of credit was considered more of a service to the requesting agency or department than an investment.

Because the AB 55 Loan Program was a service, the PMIB's primary responsibilities to the PMIA continued to be preserving capital, maintaining prudent liquidity to PMIA participants, and earning appropriately competitive incremental returns for all commingled funds.

As long as adequate liquidity remains available on demand, the PMIA can continue to maintain the AB 55 lines of credit. However, when the draws on these lines of credit encroach on the prudent level of liquidity for PMIA participants, the PMIB has a legal duty to consider whether to continue funding AB 55 loans. The state's cash flow crisis placed the PMIA in exactly that position. And that is why the PMIB took action on Dec. 17, 2008, to significantly restrict further expenditures of AB 55 loans.

Since the AB 55 Loan Program started more than 20 years ago, the PMIA has been able to facilitate AB 55 loans and to provide sufficient liquidity for all PMIA participants. The PMIA has been able to carry out both functions because the state has been able to successfully sell commercial paper or bonds, or both.

Now the nationwide credit crunch and the state's budget crisis have combined to close the bond market to the state. Monthly draws on AB 55 lines of credit were averaging approximately \$660 million. Faced with a continued drain on the PMIA's resources without the relief provided by the sale of commercial paper or bonds, and considering the PMIA's responsibility to provide necessary liquidity to all participants, the PMIB correctly, though with great regret, voted to limit further AB 55 expenditures.

The suspension of the Pool's provision for continued lines of credit does not indicate any likelihood of default, insolvency, bankruptcy, or any other credit deficiency involving either the loan project, the bond program underlying the loan project, or the department or agency responsible for the project.

Since the PMIB's action limited interim funding of qualified bond projects through the PMIA loan program, the AB 55 Loans will remain open project loans until the state once again has access to the commercial paper and municipal bond markets. There is no issue with the credit of the borrowing department or agency, and there is no challenge to the authority to issue the project bond. For those reasons, the current AB 55 loans will continue accruing interest to the PMIA. The principal and interest on these AB 55 loans will be paid back to the Pool when – not if – the state sells the bonds related to the loans.

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County Service Area (CSA) Law Revamped

By Sara Mares and Tim Seufert, NBS

Senate Bill 1458 (Senate Local Government Committee) becomes effective Jan. 1, 2009. This bill represents a complete overhaul of the existing law governing County Service Areas (CSAs).

While there have been a few amendments and initiatives over the years, there has not been a comprehensive review of the CSA law since it was passed in 1953.

SB 1458 repeals the 1953 CSA law and provides a new statute that changes policy, power, procedures, and oversight. It is intended to be clearer, better organized, and more concise.

The CSA law has been honed and renumbered, with the number of sections reduced from 166 to 50. The revision is better harmonized with common practice and clarifies procedural issues. Importantly, SB 1458 aligns the CSA law with the State Constitution and the provisions of Propositions 13 and 218.

This bill provides for a more robust, responsive and accountable CSA in the 21st century, with fiscal transparency, optional advisory committees, and clear record retention policies.

The major changes include:

- The statements of legislative findings and declarations have been revised and updated
- Formation process restructured and basic powers consolidated
- Clarifies CSAs relationship with LAFCos
- Allows CSAs to provide any service that a county may provide
- Provides clarification regarding loans from counties and other revenue sources
- Streamlines use of zones
- References compliance with provisions of Proposition 218
- Recognizes the county board of supervisors as governing authority
- Requires formal budgets and financial reports

GFOA Scholarships

The Government Finance Officers Association (GFOA) will administer three scholarship programs that are available for award in the spring of 2009.

All of these programs are intended to benefit students planning to pursue careers in state and local government finance. The submission deadline for applications for the 2009 awards is March 6, 2009. Following are brief descriptions of each of the scholarships:

The Daniel B. Goldberg Scholarship of \$10,000 is for graduate students in public finance who are enrolled in a full-time master's program.

The Frank L. Greathouse Governmental Accounting Scholarship of \$5,000 is for one or more undergraduate or graduate students enrolled full time in an accounting program (an undergraduate student must be in the process of completing at least his or her junior year by the time of the scholarship award).

The Minorities in Government Finance Scholarship of \$5,000 is for upper-division undergraduate or graduate students of public administration, accounting, finance, political science, economics or business administration (with a special focus on government or nonprofit management). To be eligible for this award, students must belong to one of the following groups (as defined by the U.S. Census Bureau): Black or African American, American Indian or Alaska Native, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or Asian.

The applications for all three programs are available in the "Student Opportunities" section of the GFOA Web site, www.gfoa.org. Be sure to scroll down to the section for "GFOA Scholarships."

If you have any questions contact Jake Lorentz by e-mail at jlorentz@gfoa.org, or by phone at 312-578-2269.

Do you have a story to share?

Is your city, special district or county doing something interesting?

Whether it's an exciting new program or how you managed a complex issue, we want to hear about it.

CSMFO MiniNews is distributed electronically to members statewide and is archived at www.csmfo.org.

If you have news to share, contact Communications Assistant Ashley Paul at ashley.paul@staff.csmfo.org.

The MiniNews copy deadline is the 25th of each month.

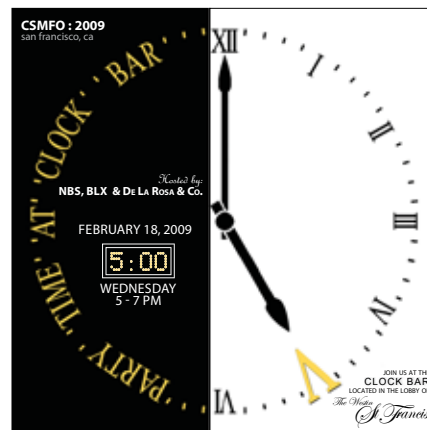
CSA Law Revamped, continued

The new CSA law clarifies that a CSA has a number of revenue tools at its disposal, including the following:

- Special parcel taxes
- Assessments as allowed under the 1911, 1913 and 1915 Acts
- Landscaping & lighting assessments
- User fees, rates, and charges
- Property-related fees (for water, sewer, storm drain, etc.)

Any new charges must confirm with Proposition 218, and existing charges should have been reviewed for Proposition 218 compliance.

** CSMFO PARTY INVITATION **



Job Postings JANUARY 2009

Finance Manager, City of Walla, Walla Wa. \$70,056 - \$89,412 Annually

For complete job description & instructions for applying, visit Prothman Company at <http://www.prothman.com/Current.htm> or contact Prothman, 3633 136th PL SE, Suite 206, Bellevue, WA 98006; humanresources@prothman.com; ph: 206-368-0050; fax: 206-368-0060.

Walla Walla is a thriving community of 31,000 residents, located in the heart of southeastern Washington's beautiful wine country. Incorporated in 1862, Walla Walla's downtown has been named one of America's Great Main Streets by the National Trust for Historic Preservation. Walla Walla offers museums, art galleries, shops, theatre, concerts, cafés and restaurants, internationally recognized wineries, as well as year-round outdoor activities in the nearby mountains and rivers. Walla Walla is also home to Whitman College, one of the nation's leading liberal arts and sciences colleges, and the oldest college in the state.

The City employs 285 FTE's and has a total budget of \$79,680,971 for 2008. Under the direction of the Support Services Director, the Finance Manager plans, organizes and manages all operations of the Finance Division, including staff supervision, preparation of the Comprehensive Annual Financial Report (CAFR) and primary support to the annual audit.

Any combination equivalent to a bachelor's degree in business administration, accounting, finance or closely related field, and five years increasingly responsible financial accounting experience in municipal government, including at least two years in a supervisory capacity required.

Revenue Manager, City of Redlands, \$6,047 - \$7,350 Monthly

Under direction of the Finance Director/City Treasurer, to direct, manage, supervise, and coordinate investments, collection of fees and taxes, and cashiering programs and activities; to properly analyze and project daily cash flow and invest all City funds; to coordinate assigned activities with other City departments, divisions, and outside agencies.

Exercises direct supervision over technical and accounting staff.

Assume day-to-day management responsibility for treasury, collection, cashiering, banking, and investment services and activities.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs

including treasury, cashiering, and investments; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; direct the implementation of improvements.

Oversee selection, training, motivation and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, coordinate, and review the work plan for treasury, collection, cashiering, and investments; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Revenue Division annual capital and operating budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the Treasury with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Manage the daily activity and overall objectives of an investment portfolio within guidelines established by policy; calculate daily cash position, identifying amounts available for investment; execute investment transactions; verify investment transactions with broker confirmation notices and oversee recording of investment transactions.

Assist in preparation of the annual statement of investment policy and quarterly investment reports to City Council.

Assist the Finance Department in annual budget process with estimates of major revenue figures. Keep abreast of pending revenue, investment and taxation legislation.

Monitor financial markets and economic developments.

Oversee the custody of all public funds belonging to or under the control of the City, including the cash management, investment and recordkeeping of those funds.

Supervise and direct the work of the central cashiering office in receiving, depositing, and disbursing of all monies.

Job Postings JANUARY 2009, continued

Supervise the recording of all receipts, disbursements and special assessments, and financial record maintenance.

Supervise the administration of the City's Business License Tax program.

Review and recommend improvements to treasury, collection, cashiering and investment procedures; implement new procedures, as necessary, to maintain proper internal controls and safeguard the City's assets.

Provide responsible staff assistance to the Finance Director/City Treasurer; prepare and present staff reports and other correspondence as necessary.

Please visit our website at www.ci.redlands.ca.us for further information.

**City of Petaluma, Accountant,
\$4,759 - \$5,784 Monthly**

Applies principles of accounting to perform a variety of accounting functions; under minimal supervision, performs technical and highly detailed work in the preparation, review, and processing of payroll records, documents and related materials; performs related duties as assigned.

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

Education: A Bachelor's degree with major work in accounting or closely related field.

Experience: Sufficient years of professional accounting experience that demonstrates possession of the required knowledge and abilities. Two years of local government accounting is desirable.

Other Requirements: Possession of a valid California Class C driver's license.

Position Duties: Participate in accounting tasks related to the maintenance of the City's financial record keeping, reporting and control systems.

Reconcile and balance various records and ledgers, investigate discrepancies and make appropriate adjustments according to existing policies and regulations governing the agency's fiscal record-keeping systems.

Perform a variety of accounting activities including the preparation of complex bank reconciliation, detailed calculations, record keeping, and reconciliation in various accounting areas. Prepare for approval, standard, and

adjusting journal entries.

Gather and compile a variety of numerical data and prepare statistical and financial reports for distribution internally and to outside agencies such as federal, state, and other local agencies.

Make recommendations regarding work process and procedures in area of assignment.

Payroll Processing Duties: Process and produce the City's bi-weekly payroll and perform related activities, which include: review and verification of payroll documents, data entry for payroll records and information, maintenance of payroll records, and preparation of various payroll related reports.

Monitor and ensure timely payment of all mandated state and federal payroll taxes; process bi-weekly payments for automatic deposits, deferred compensation and other benefit plan payments.

Maintain various payroll tables and databases; develop and maintain systems for monitoring and tracking payroll and employee benefits related information.

Monitor and ensure compliance with payroll related City policies, Memorandums of Understanding, Compensation Plans and Agreements, and State and federal legislation affecting payroll.

Perform daily general accounting work, including subsidiary ledger and general ledger reconciliations and maintenance, and review and preparation of fiscal records. Design and maintain reports, using report writing software which interfaces with the accounting system.

Assist in the annual budgeting process by collecting and analyzing records of past and present operations, trends, costs, estimated and realized revenues, and administrative commitments and obligations incurred to project future revenues and expenditures. Review expenditures to ensure compliance with the adopted budget.

Prepare work papers for the City's budget, State Controller's report and City's independent audit.

Maintain automated budgeting systems to provide control of expenditures for long-term projects, or to forecast costs for activities such as construction of buildings and infrastructure.

Job Postings JANUARY 2009, continued**Calaveras County, Accountant/Auditor I,
\$21.21–\$25.79 Hourly**

We are seeking a qualified accounting professional to join our team and perform complex accounting and auditing work.

Under general direction, this classification must possess advanced level accounting and auditing skills and will be assigned specialized projects of a complex nature.

Those candidates identified as having qualifications best suited for the position will be invited to a written exam. Once test results are received, the top candidates will be invited to an oral interview. Top candidates from the initial oral interview will be referred to the Department Head for a selection interview.

**City of Richmond, Deputy Budget &
Financial Services Agency Director,
\$100,216 - \$124,236 Yearly**

The "City of Pride and Purpose," Richmond (population 104,000), occupies 56.1 square miles of land on a peninsula along the east shore of the San Francisco Bay, and has 32 miles of shoreline, more than any other Bay Area city. Richmond has a long tradition of supporting the arts, and is rich in cultural and historic resources. It's shoreline of trails, parks, historic sites, museums, boat marinas, new communities and beaches provide inspiring views. Incorporated in 1905, Richmond now supports a diverse economy adding light industry, new technologies and biotechnology to the historic industrial base. There is also an ambitious focus on economic development and redevelopment in the downtown, waterfront and other areas of the City.

A full service City, Richmond operates under a Council-Manager form of government, has a budget of \$273.2 million, and staff of about 947. The Finance Department has a staff of about 39 and is organized into divisions of Administration, Budget, General Accounting, Treasury, Payroll, Revenue Collection, Accounts Payable, Purchasing, Grants Management and Capital Improvement Plan.

The Deputy Director reports to the Agency Director (Finance Director) and functions as the number two in the Department. Requirements include a college or university degree in accounting, economics, finance, information systems, business, public administration or a closely related field and five years of progressively responsible experience in

accounting or financial management and financial systems with at least two years of management of professional staff. Experience in a public agency, CPA and/or Masters Degree in accounting or business administration is desirable but not required.

He/She should be a team builder and leader with strong interpersonal skills, excellent verbal, listening and communication ability, and be comfortable in a diverse and complex municipal organization and community. He/She should also have strong technical ability.

Compensation is open depending upon qualifications. The City of Richmond also offers an excellent fringe benefits package.

Applications or referrals are preferred electronically at: robertneher@executivesearchneher.com.

The City of Richmond is an equal opportunity/ADA Employer. Female, minority, and disabled candidates are encouraged to apply.

**Moulton Niguel Water
District, Senior Accountant,
\$3,808-\$5,505 Monthly**

Under the direction of the District Accountant (Accounting Supervisor), the Senior Accountant performs accounting functions involved in the preparation and maintenance of the District's accounting records in compliance with Generally Accepted Accounting Principles.

- * Maintains the general ledger, prepares general ledger journal entries and closing entries; analyzes and reconciles accounts within the general ledger and subsidiary ledgers.

- * Assists Payroll in reviewing of timesheets, payroll calculations, production of employee paychecks, electronic transfers and quarterly and annual payroll tax reports.

- * Assists Accounts Receivable in customer follow-up on delinquent letter billing accounts, posting cash receipts, generating and reconciling monthly cash receipt statements.

- * Assists Accounts Payable in the processing and verifying of vouchers and distribution of payments.

Oversees a variety of subsidiary ledgers, reports and accounting records. Examines and corrects accounting transactions to ensure accuracy in the areas of payroll, accounts receivable and accounts payable. The Senior Accountant position provides back up support when Payroll, Accounts Receivable or Accounts Payable employees

Job Postings JANUARY 2009, continued

are unavailable. The Senior Accountant provides highly responsible staff assistance when requested by the Controller, Director of Finance and other Department Heads.

Resumes must be received by January 30, 2009 at 5pm. For additional information or a copy of the complete job description, please contact our Human Resources department. The Senior Accountant position is a non-exempt position with excellent benefits. 2% @55 employee/employer paid PERS. This is a four-day work week schedule.

**City of Pomona, Principal Accountant,
\$5,674 - \$6,895 Monthly**

One (1) vacancy exists in the Finance Department. This recruitment will also establish an eligibility list for future vacancies. The Principal Accountant will perform a wide variety of advanced journey level professional accounting duties for redevelopment and capital improvement projects; to oversee and coordinate assigned accounting processes, procedures, and programs; and provide highly responsible and complex staff assistance to the Assistant Finance Director. This position serves a twelve (12) month probationary period.

MINIMUM QUALIFICATIONS TO APPLY: Bachelor's degree from an accredited college or university with major course work in accounting or a related field and seven (7) years of responsible accounting experience. Experience working with Federal and State grants and Certified Public Accountant certificate is highly desirable. Possession of, or must obtain, a California Class "C" driver's license.

WORK SCHEDULE & APPLICATIONS: 9/80 work schedule; 8am to 6pm. Apply online by visiting the City's website: www.ci.pomona.ca.us. Applicants are urged to fully describe their education and experience, as applications will be screened to a reasonable number of most qualified. Applicants deemed as most qualified are based upon a competitive evaluation of information provided on their application. Please view the City's website for more information.

**Sacramento Regional Transit
District, Senior Grants Analyst,
\$4,740 - \$6,052 Monthly**

A Supplemental Application Required at Time of Application

JOB SUMMARY

This classification is primarily responsible for performing tasks in the following areas: Data and Statistical Analysis, Financial and Related Reporting, Project Funding Oversight and Management, and Supervisory/Administrative. Work mainly involves the gathering and interpreting of data dealing with problems and difficult situations. May put forth

alternative solutions for consideration.

ESSENTIAL FUNCTIONS

Maintain capital project database for capital project and capital project funding data imported from SAP. Analyze capital projects and capital project funding to respond to District management and external agency requests for capital data. Prepare Capital Improvement Program element of annual budget, including developing method of project nomination, providing data to executive staff on nominated projects, and identifying funding sources for selected capital projects. Work with Federal, State, and local agencies to determine funding opportunities and requirements. Determine funding source changes necessary for adjustments to any capital project budgets. Prepare applications for grant opportunities, including the scope, schedule, and cost of any project to be funded by the Grant. Prepare ad-hoc reports for Federal, State, and local agencies regarding grant funds on an as-needed basis. Prepare the District's update of the Metropolitan Transportation Improvement Program (MTIP). Prepare status reports on grants for Federal, State, and local agencies coordinating financial data and milestone progress updates. Prepare issue papers for the District's Board regarding information or required actions for capital projects, funding, or grant issues. Compile funding and expenditure information for financial forecasting purposes. Responsible for maintenance of physical records of all grant documentation, including determination of filing procedures and record retention requirements. Attend District meetings to provide grant and funding information, and acquire knowledge of capital project or operating changes that will require funding changes. Provide capital project funding information to District personnel in response to questions. Verify that the capital project funding in SAP reconciles to the capital project budgets and to the executed grants. Take corrective action if needed, including initiation of SAP updates or preparing grant revisions. Establish and maintain grant funding information in SAP in coordination with internal staff. Train Finance Grant Unit personnel on grant/funding issues as necessary. Support audits, including preparing audit schedules and responding to auditor questions. Act as backup for the Grants Manager. Perform miscellaneous activities in support of the Capital Projects and Grants Unit of Finance. Other duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree in public administration,

Job Postings JANUARY 2009, continued

business administration or closely related field.

Experience: Three years of increasingly responsible experience in grant development, capital program development, transportation planning or related field.

Proof of required education such as college transcripts, diplomas, licenses and/or certificates must be submitted before you will be considered for this position.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and supplemental application are required for this position. Applications, supplemental applications, job announcements, and copies of the complete job description are available at 2830 "G" Street, 2nd Floor, Sacramento CA 95816, or through our Website at www.sacrt.com.

THIS POSITION IS OPEN UNTIL FILLED. Completed, original application and supplemental application must be submitted to the Human Resources Department. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 321-3801. RT is an Equal Opportunity Employer M/F/D/V.

**City of Healdsburg, Finance Director,
Up to \$136,188 Annually**

The City of Healdsburg is seeking applications for a Finance Director of exceptional skill and ability. Healdsburg is located 68 miles north of San Francisco and 20 miles from the Pacific Ocean in the literal center of the wine country. With a resident population of 11,000, Healdsburg is a business, agriculture and commercial center serving a community of 32,000. This position oversees operating, enterprise, capital, and redevelopment budgets totaling in excess of \$70 million. The Finance Director is a department head position reporting to the City Manager. The Director plans, organizes, directs and administers the City's financial management program, including accounting, revenue administration, investment of funds, water/sewer and electricity billing operations, business licensing and purchasing divisions. Typical qualifying background is a four-year degree in business administration, finance, accounting, or closely

related field and at least five years administrative experience. MPA or MBA is desirable. Current salary up to \$136,188 per year DOQ, plus excellent benefit package. Resume, cover letter and City application required. The job announcement listing benefits and qualifications and city application can be obtained on our website at www.ci.healdsburg.ca.us or by calling the City of Healdsburg, Personnel Office, 401 Grove Street, Healdsburg, CA 95448. Phone (707) 431-3322. EOE/AA/ADA. Position is open until filled.

**City of Colusa, Finance Director,
\$88,000 Annually**

CITY OF COLUSA, CA - \$88,000 Annually DOQ plus excellent benefits; new multi-million dollar wastewater facility, pending City/County Enterprise Zone, and Redevelopment Agency, new General Plan update, and revitalization of City financial system will create many opportunities and challenges for motivated individual. Interested candidates should submit a resume to: City of Colusa, 425 Webster Street, Colusa CA 95932, C/O David Mackowiak, and marked Confidential, or e-mail to davidhrp@msn.com. Open until filled-Apply immediately.

**City of Modesto, Budget Officer,
\$68,425.80 - \$83,370.48 Annually**

The City of Modesto's Finance Department is committed to delivering budgetary information and finding solutions to fiscal constraints. The Department focuses on developing long-range visions and Council policies, using performance measures/outcomes to help facilitate a results-oriented approach. We do this by providing reliable, timely, and accurate financial reporting, while creating an ongoing information flow in an understandable and useful format.

Under the general direction of the Finance Director, the Budget Officer will plan and direct the preparation of the City's capital improvement and operating budgets; perform highly complex technical and analytical work; and provide staff assistance to the Finance Director.

The incumbent will supervise professional, technical, and clerical staff who prepare capital improvement and operating budgets for the City and personally perform the most complex and technically difficult work.

Some essential functions of this position include:

Plans, organizes and supervises the City's annual operating and multi-year capital improvement budget process; reviews budget manuals and approves changes.

Recommends and implements changes in budget format, procedures and processes, including the development of alternative budget systems; recommends and implements management information systems.

Job Postings JANUARY 2009, continued

Prepares multi-year forecasts of revenues and expenditures.

Analyzes actual revenues and expenditures in comparison to budget estimates and allocations; prepares and presents reports.

Experience:

Three years of increasingly responsible experience in financial and budgetary analysis, including at least one year of experience comparable to that of Budget Analyst in the City of Modesto.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree is desirable.

Apply by 5:00 p.m. on January 20, 2009 online at www.modestogov.com/employment or submit a completed City of Modesto application and supplemental questionnaire to P.O. Box 642 Modesto, CA 95353. For further information, call (209) 577-5402. EOE

**City of Soledad, Finance Director,
\$109,338-\$130,387 Annually**

The City of Soledad, Monterey County's fastest growing city, is located in California's beautiful Salinas Valley, just minutes away from the City of Salinas and the Monterey Peninsula. Soledad is home to some of Monterey County's historic landmarks and burgeoning wineries.

The Finance Director is appointed by and reports directly to the City Manager, and oversees the day-to-day operations of the Finance Department.

Candidates are expected to have a combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, finance, accounting, or a related field, and five years of management or administrative experience in finance administration and/or City government. Possession of a Master's Degree or Certified Public Accountant's certification and RDA and CIP budgeting experience are highly desirable.

For more information please visit our website at www.rjamanagement.com. Apply no later than January 30, 2009 to:

Dr. Richard Garcia

RJA Management Services, Inc.

550 W. Duarte Rd., Suite 6

Arcadia, CA 91007

(626) 447-3318

www.rjamanagement.com

Email: info@rjamanagement.com

**First 5 LA, Director of Finance,
DOQ**

Located at Union Station in downtown Los Angeles, First 5 LA, a unique child-advocacy organization created by California voters to invest tobacco tax revenues in programs for improving the lives of children in Los Angeles County, from prenatal through age 5, is seeking a well-rounded, hands-on finance professional to join their committed and collegial staff.

Reporting to the Executive Director, the Director of Finance is responsible for overseeing all aspects of Finance including accounting, auditing, strategic planning and budgeting, establishing systems for financial controls, and treasury, payroll and risk management functions. The Finance Department operates with the assistance of 8 staff.

First 5 is desirous of attracting experienced public finance professionals who display high levels of sophistication, credibility and exceptional communication skills. Along with being superior financial analysts and problem solvers, ideal candidates will be gifted people managers who effectively facilitate innovation and results. Bachelor's and Master's degrees, as well as certification as a public finance officer, are required and designation as a CPA is preferred.

The salary is competitive and negotiable depending on qualifications and includes eligibility for an annual cost of living adjustment, merit and bonus pay. To be considered, submit resume, cover letter with current salary, and five professional references by Friday, February 6, 2009 to Pam Derby, CPS EXECUTIVE SEARCH, 241 Lathrop Way, Sacramento, CA 95815. Phone: 916-263-1401; Fax: 916-561-7205; Email: resumes@cps.ca.gov; Website: www.cps.ca.gov/search.

**City of Garden Grove, Risk
Management Supervisor,
\$5,368-\$7,195 Monthly**

The City of Garden Grove currently has one (1) full-time opening in the Finance Department and we anticipate creating an eligibility list from this recruitment that may be used to fill current and future vacancies for this classification,

Job Postings JANUARY 2009, continued

so apply now! The City of Garden Grove is a positive, team-oriented organization with a commitment to providing exceptional customer service to its community. Garden Grove is a friendly City rich in diversity that is in a time of rapid community development and growth. If you would enjoy a busy, positive work environment and the chance to contribute to the quality of life for a whole community, this job may be the right fit for you!

The Risk Management Supervisor coordinates the risk management program for the City of Garden Grove which includes insurance, contracts, claims, reports, records, correspondences and changes for the City's risk management program. The Risk Management Supervisor also participates in the investigation, evaluation, adjustment and litigation of liability claims.

MINIMUM REQUIREMENTS:

Bachelor's degree in Business Administration, Public Administration, Finance, or a related field and specialized training in risk management and insurance administration and three (3) years of progressively responsible experience in risk management, workers' compensation, insurance claims administration or a closely related field.

WORK SCHEDULE & APPLICATIONS:

9/80 work schedule; 7:30 am to 5:30 pm. Apply by 5:00 pm Monday, February 2, 2009 online at the City's website: www.ci.garden-grove.ca.us by following the links: Jobs, and Current Job Openings. Job applications must be completely filled out; a resume cannot be substituted for some of the information. Be sure to detail any education, training or other relevant coursework that would make you a particularly strong candidate. Please submit a resume and complete the supplemental questionnaire.

For further information, please contact Lara Sarkissian in the Human Resources Department at (714) 741-5027.

City of Rancho Cucamonga, Senior Accountant, \$5,032 - \$6,457 Monthly

Under direction of the Finance Director, performs complex professional accounting work involved in the preparation of financial and statistical records; supervises and coordinates activities involved in processing invoices for payment (accounts payable); maintains financial software including Workflow software module; performs related duties as required.

Duties may include, but are not limited to, the following:

*Prepares and maintains various accounting records, allocates funds and prepares correcting journal entries.

*Directs and participates in the audit of accounts, preparation of financial reports, statements and other documents which may include the City's annual budget.

*Depending upon assignment, performs financial, cost, and budget analyses involving the audit of various accounting records and statements; recommends accounting methods and procedures; acts as lead in certain grant audits.

* Participates in the preparation of or prepares tax reports and governmental financial reports.

*Participates in the development of accounting procedures; acts as lead on computerized accounting system revisions, upgrades and conversions, including the Workflow software module which integrates with the City's financial software system (IFAS).

*Supervises and coordinates activities involved in processing invoices for payment (accounts payable) including evaluating employee performance and initiating disciplinary action when necessary.

*Provides technical assistance to assigned staff and other City personnel in the explanation of departmental policies regarding the payment of invoices and expenditure reimbursements.

All applicants are required to complete a City application form and return it to Personnel, 10500 Civic Center Drive, Rancho Cucamonga or mail it to P.O. Box 807, Rancho Cucamonga, CA 91729. Closing date is 5:00 p.m., Thursday, February 5, 2009. Please visit the City's website at www.cityofrc.us for a detailed job flyer and an employment application form.

North County Transit District, Budget Analyst, \$56,680.00 - \$84,968 Annually

Under general direction of the Manager of Budgeting and Fare Collection, plans and participates in complex assignments associated with the development of the District's budget; perform related assignments including the preparation of revenue projections, cost analyses and financial reports.

Distinguishing Characteristics

This position is distinguished by its need for high level financial, accounting, statistical and analytical knowledge and ability.

Supervision Received and Exercised

Works under the direct supervision of the Manager of

Job Postings JANUARY 2009, continued

form, completeness, clarity, and accuracy; insures that the content of documents are consistent with NCTD policies and procedures; responds to data and statistical inquiries from the public, other agencies, and NCTD personnel over the phone or in person; and contacts individuals and/or agencies to resolve problems.

QUALIFICATIONS**Knowledge and Abilities**

Knowledge of or ability to learn NCTD policies and regulations, ability to read, understand and apply NCTD policies and regulations; read and understand union labor contracts; knowledge and ability to perform budget and statistical tasks; knowledge of Microsoft Word and accounting software, and the ability to learn and use other software that might be acquired; ability to write letters, memoranda, and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly and effectively in person-to-person or small group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill in verifying the accuracy and completeness of forms and reports.

Special Skills: Requires an excellent knowledge of Generally Accepted Accounting Principles (GAAP) including the requirements of governmental financial reporting. Must also have advanced Microsoft Excel and Access software skills.

Physical Requirements

Majority of work is completed in a seated position for extended periods of time. Ability to travel between District sites. Ability to perform functions at a computer terminal and monitor for extended periods; ability to travel between District locations and within local area and negotiate a variety of different terrain. Position requires bending, stooping, standing, walking, lifting, carrying, fingering, grasping, talking, hearing, and seeing, occasionally work in hazardous conditions and occasionally lift up to 25 lbs.

Experience/Education/Certificates/License

Bachelors Degree from an accredited college or university in Finance, Accounting, Business/Public Administration or a related field and possess experience that demonstrates substantial knowledge and ability to perform the specific job functions. Minimum of three to five years of experience in budget management. Transit experience desirable.

Machines/Tools/Equipment

Ability to operate standard office equipment such as personal computer, fax and copy machines, scanner and telephone. Must have an advanced knowledge of Microsoft Excel and Access software, and working knowledge of computer programs such as Microsoft Word, and Outlook.

EVALUATION OF APPLICATIONS:

All applicants must submit a complete and signed NCTD application and supplemental application. Resumes will not be accepted in lieu of a completed NCTD employment application form. Please fill out the application carefully and thoroughly. List relevant work experience/duties (including current job) in order to document training, education and experience. Omission of required information may remove applicant from consideration. All qualified applicants will be notified of the date, time and place of examination. A job offer is contingent upon the successful completion of a pre-employment drug screen and background check.

the preparation of financial and statistical records; supervises and coordinates activities involved in processing invoices for payment (accounts payable); maintains financial software including Workflow software module; performs related duties as required.

For individuals with disabilities, we will provide assistive services. To obtain such services or copies of documents in an alternate format, please call or write, a minimum of 10 working days prior to the event, to request these needed reasonable modifications. We will make every attempt to accommodate requests that do not give 10 days notice. Please contact:

North County Transit District

Attn: Customer Services Supervisor

810 Mission Ave.

Oceanside, CA 92054

(760) 966-6503

Persons with hearing impairment please use the California Relay Service (CRS): 800-735-2929 using TTY; 800-735-2922 using voice; 800-855-3000 Spanish

CRS Customer Service: 800-735-0373; 800-735-0193 TTY

Job Postings JANUARY 2009, continued**City of Lompoc, Financial Services Manager,
\$86,388 to \$105,000 Annually**

The typical qualifying entrance background is a bachelor's degree in accounting, finance or related field and three (3) years of increasingly responsible professional-level experience in general and utility accounting, budget, financial administration experience, preferably at an administrative level with a municipality.

The ideal candidate qualifications include: Increasingly complex responsibility in an administrative capacity within a public or private agency and a Bachelor's degree are desirable; local government experience is highly desirable; an understanding of municipal budgeting principals, practices and reporting requirements are desirable; extensive experience in budget research and analysis are necessary to succeed in the position; in addition, experience in overseeing complex budgets with multiple funding sources will be expected; supervisory experience and a commitment to continuous professional growth and development is desirable; the ability to manage, mentor and guide staff.

The ideal candidate will exhibit the following skill strengths and attributes: Creative in approach to administering Accounting and Finance operations; adept at coordinating and successfully implementing multiple tasks and projects, while being results and detail oriented; adaptable, resilient, and proactive executive team member, persistent and able to comprehend broad policy objectives, while remaining apolitical; ability to work collaboratively with other city management staff and provide problem-solving approaches to a wide variety of situations; open, direct/straightforward, effective communicator with excellent oral and written skills; articulate and explain policy and financial terms to a variety of audiences; and a sense of humor.

Candidate must complete a City employment application and submit responses to supplemental questionnaire detailing experience and training. All completed applications will be reviewed. Based on the information provided, the best qualified applicants will be invited for further examination. The examination process will consist of, but not be limited to, a formal panel interview. Top candidates may be invited for an informal follow-up interview.

The candidate chosen for the position will be subject to a pre-employment Medical Examination and background investigation.

To receive an application for this exceptional career opportunity with the City of Lompoc, please contact: CITY OF LOMPOC, Human Resources Department, 100 Civic Center Plaza, Lompoc, CA 93438, (805) 875-8208 OR visit the City of Lompoc web site at www.cityoflompoc.com

**City of Sausalito, Finance Director,
Up to \$125,000 Annually**

The Sausalito Finance Director position offers an exciting career opportunity for an individual who enjoys a high level of interaction with senior management staff and elected officials in a supportive and innovative working environment. The Director also serves as the City Treasurer.

Duties include: administration of daily Finance Division operations; budget preparation; issuance of CAFR; preparation of quarterly Treasurer's Report and other reports as requested; debt issuance and disclosure; administration of purchasing policy; coordination with Public Works Director on City's CIP budget; development of policies and procedures to improve efficiency and effectiveness of City's financial processes; administer Finance software programs; supervise, evaluate and mentor Finance staff; provide support to City's parking programs and operations; share administration and coordination of employee benefits and risk management programs with other Administration Department staff; oversee compliance by all departments with policies and control measures; monitor state legislation concerning municipal financing and take appropriate action to implement for the City.

Job Requirements:

- Applicants must have graduated from an accredited college/university with major course work in accounting, finance or business administration.
- A CPA is desirable.
- Progressive experience in the municipal government sector is essential.

Additionally, the successful candidate must have an in-depth knowledge of administrative principles and methods, including goal setting, program development and implementation, as well as solid knowledge of local, state and federal laws applicable to all finance operations. Other vital qualities include: awareness of social and political issues influencing program administration; ability to communicate openly and clearly with peers, subordinates and the public; proven leadership characteristics with the ability to make tough choices and to ensure that department and Citywide projects remain on schedule; ability to plan, develop and implement effective programs based on community needs, available resources and City priorities and policies; and willingness to be responsive to community inquiries while earning the respect of community leaders, elected officials, peers and subordinates.

Job Postings JANUARY 2009, continued

For additional information:

E-mail request for a detailed brochure and letter from City Manager: dvaughn@ci.sausalito.ca.us

Alternately, visit the Job Opportunities section of the City website at www.ci.sausalito.ca.us

**Nevada Irrigation District,
Accounting Administrator,
\$5,350 - \$6,500 Monthly**

Under the direction of the Finance Manager, the Accounting Administrator is responsible to supervise, assign, and review the work of professional, technical, and clerical employees involved in a variety of accounting and financial services. This position performs advanced level of accounting and financial services. This position performs advanced level accounting duties and provides highly responsible and complex assistance to the Finance Manager.

Plan, prioritize, assign, supervise, and review the work of professional and clerical accounting and payroll staff; ensure that work is performed in a timely manner and in conformance with established policies, procedures, and regulations. Analyze and implement workflow recommendations. Ensure effective internal controls.

Act as a liaison to the external auditors. Coordinate the preparation of external audit materials and assist auditors in the review of financial operations. Respond to and resolve questions and requests for information from the auditor.

Participate in and supervise the maintenance of the general ledger and subsidiary ledgers of various funds; perform monthly, quarterly and year-end review of accounts, prepare adjusting and closing entries, and prepare year-end financial statements.

Review and supervise payroll, accounts payables, fixed assets, trust deposit accounts, and related functions.

Prepare and analyze complex financial reports and statements; perform banking and cash management, investment reporting; identify discrepancies; monitor balances in all funds; and recommend adjustments as appropriate.

Coordinate, prepare, and review transactions in relation to community facilities districts, assessment districts, development agreements, fixed assets and long-term debt obligations.

Advise and consult with management on accounting and budgetary concerns; provide information and recommendations as appropriate.

Participate in the preparation and administration of the program budget; submit budget recommendations; monitor expenditures.

Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures. Participate in the development of accounting systems, control systems, and reporting procedures.

Participate in the selection of professional and clerical accounting staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Review staff reports; ensure compliance with approved District budget; evaluate finance impact.

Operations, services, and activities of a governmental agency accounting program. Principles of governmental budget preparation and control. Modern and complex principles and practices of accounting. Principles and practices of payroll administration and regulations. Accounting systems software and hardware programs. Pertinent Federal, state, and local laws, codes, and regulations. Principles of supervision, training, and performance evaluation services.

Supervise, oversee, organize, and review the work of lower level staff. Select, supervise, train, and evaluate staff. Interpret and explain District policies and procedures. Analyze problems and identify alternative solutions. Prepare clear and concise reports. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work including District officials and the general public. Maintain physical condition and mental capacity appropriate to the performance of assigned duties.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to qualify is:

Experience: Four years of increasingly responsible professional accounting experience including one year of supervisory responsibility.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or related field.

Knowledge of governmental accounting is essential. An MBA or license as a CPA is desired but not required. Knowledge of SunGard Pentamotion accounting software is highly desired.

Job Postings JANUARY 2009, continued

A completed District employment application must be received by the Human Resources Office. This recruitment will be open until a satisfactory number of qualified applications have been received. Interested applicants may apply and upload resume by using the on-line job application system on the District website: www.nidwater.com. Applications are also available at the District's Business Office. Resumes will be accepted but not in lieu of a fully completed District's application. Faxed applications will not be accepted.

**San Ramon Valley Fire Protection District, Finance Supervisor,
\$7,537 to \$9,254 Monthly**

The San Ramon Valley Fire Protection District is an autonomous Special District responsible for providing the highest level of emergency and non-emergency services to the community in an effort to protect life, the environment, and property. The District's service area encompasses approximately 155 square miles, covering the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern boundary of Morgan Territory, and the Tassajara Valley all located in Contra Costa County.

SRVFPD is recruiting for an individual who will serve as the Finance Supervisor. The incumbent will work under the general supervision of the Administrative Services Director, and plan, direct, administer, supervise, and participate in the daily operations and activities of the accounting and finance functions in the Administrative Services Department, including performing complex and professional payroll and other accounting, financial reporting, and budgetary work.

Requirements

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field, and three (3) years of professional accounting experience, including significant payroll experience and at least one (1) year of supervisory experience, preferably in a governmental or public agency setting. Strong payroll and supervisory skills are required.

For a job announcement & application, please e-mail request to Sarah Haskell at shaskell@koffassociates.com. For more information visit our website at www.koffassociates.com.
EOE. FINAL FILING DATE: FEBRUARY 27, 2009.

**City of Santa Monica, Senior Budget Analyst,
Up to \$94,583 Annually**

Note: Classification specification pending Personnel Board approval.

Salary: up to \$94,583 which includes a base salary of

\$90,744 per year; and professional incentive pay (paid quarterly) + cashable leave days (paid at end of the fiscal year) equaling up to \$3,839 per year. This position is also eligible for an annual performance bonus (up to 10% of base salary) based on the employee's performance as determined by the appointing authority. The position will accrue 12 days of sick leave per year, six (6) of which can be cashed out each fiscal year, starting with the end of the 2nd fiscal year (which is equivalent to 2.3% of base salary or up to \$2,087 year). The City has a compressed work week schedule (9/80) which results in the incumbent of this position receiving every other Friday off. In addition, there are 12 paid holidays per year and 12 days of vacation per year.

Job Summary: Monitors, researches, analyzes and implements complex programs and research projects related to the City's budgetary operations. Requires: Graduation from an accredited college or university with a Bachelor's degree in Business, Public Administration or a closely related field. Three years of recent, paid work experience in budget analysis, budget preparation and budget administration. A Master's degree in Business, Public Administration or a closely related field may substitute for one year of the required budget-related experience. Public sector budget experience is desirable.

**Calaveras County, Accountant/Auditor I,
\$21.21–\$25.79 Hourly**

We are seeking a qualified accounting professional to join our team and perform complex accounting and auditing work.

Under general direction, this classification must possess advanced level accounting and auditing skills and will be assigned specialized projects of a complex nature.

Those candidates indentified as having qualifications best suited for the position will be invited to a written exam. Once test results are received, the top candidates will be invited to an oral interview. Top candidates from the initial oral interview will be referred to the Department Head for a selection interview.



Upcoming Events

Feb. 13, 2009

Intermediate Governmental Accounting Training
Oceanside, CA

Feb. 17-20, 2009

CSMFO 2009 Annual Conference
The Westin St. Francis, San Francisco, CA

Feb. 18, 2009

Pre-Conference Seminars
The Westin St. Francis, San Francisco, CA

March 19, 2009

Introduction to Governmental Accounting – A One Day Workshop
Camarillo, CA

March 25, 2009

Introduction to Governmental Accounting – A One Day Workshop
Sunnyvale, CA

May 6, 2009

Introduction to Governmental Accounting – A One Day Workshop
Elk Grove, CA

May 20, 2009

Introduction to Governmental Accounting – A One Day Workshop
Palm Desert, CA

Aug. 12, 2009

Introduction to Governmental Accounting – A One Day Workshop
Monrovia, CA

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