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SEPTEMBER 2009



## President's Message

— **Thomas Fil**, Finance Director, City of Belmont,  
2009 CSMFO President

## The Ant and the Grasshopper

In a field one summer's day a Grasshopper was hopping about, chirping and singing to its heart's content. An Ant walked by, grunting as he carried a plump kernel of corn.

"Where are you off to with that heavy thing?" asked the Grasshopper.

Without stopping, the Ant replied, "To our ant hill. This is the third kernel I've delivered today."

"Why not come and sing with me," said the Grasshopper, "instead of working so hard?"

"I am helping to store food for the winter," said the Ant, "and I think you should do the same."

"Why bother about winter?" said the Grasshopper. "We have plenty of food right now."

But the Ant went on its way and continued its work.

The weather soon turned cold. All the food lying in the field was covered with a thick white blanket of snow that even the grasshopper could not dig through. Soon the Grasshopper found itself dying of hunger.

He staggered to the ants' hill and saw them handing out corn from the stores they had collected in the summer.

Then the Grasshopper knew:  
*It is best to prepare for the days of necessity.*

Like the Ants in this fable, the CSMFO leadership is working diligently collecting our own corn for storage this winter as we plan for our Annual Retreat scheduled for early next month. Our retreat is a time when the CSMFO Board of Directors, committee leadership and chapter chairs reflect on what has been done and consider those things that still need to be accomplished to better our volunteer organization. We achieve this by charting our course, setting goals and detailing work programs in a way that balances limited resources with the needs of the organization.

One thing I am particularly pleased about in reviewing what has been done is that the three major goals established last fall have all been met. Those goals were:

- To improve the chapters
- Enhance education opportunities
- Expand strategic partnerships

**President's Message, continued**

Under the capable direction of Past-President Viki Copeland, the chapters have never been stronger. For the first time in recent memory we now have all chapters fully operational. Viki deserves a lot of credit for recruiting talented finance professionals to fill these vacancies and we are extremely grateful to those who have volunteered to be chapter chairs.

The ubiquitous Ronnie Campbell has taken the reigns on putting together what certainly will be the best training event CSMFO has ever held. As President-Elect, Ronnie is feverishly preparing for the February 2010 Annual Conference, which will be held at the Biltmore Hotel in Los Angeles. Another ball Ronnie is juggling is planning the framework for an awesome retreat. I'm thoroughly impressed by Ronnie's dedication, insight and thoughtfulness in his approach to the Annual Conference – he's made this Grasshopper smile!

As for me, I have been focusing on building strategic partnerships with other organizations. I am please to report that the Board of Directors for both CSMFO and CMTA have agreed to form an Exploratory Committee to identify areas of mutual benefit for our sister organizations. The Exploratory Committee will be looking at both educational and operational areas where we can perform together in a more unified and cooperative way to better serve you, the membership.



Before I conclude this month's message, I have one additional "kernel of corn" I need to collect from you before the winter arrives. Soon we will begin the process of nominating members for the positions of President-elect (North) and two Board members (North and South). To that end, I will be forming a Nominating Committee in the near future to perform this task. Candidates for CSMFO President-elect and the Board of Directors are nominated by an eight-member committee appointed by the President, including two active members from the membership at large.

What does the committee do? The Nominating Committee has two key functions: (1) soliciting interested candidates and (2) nominating candidates for election by the membership in November. In addition,

within the general direction provided in the CSMFO Bylaws and Policies and Procedures, the committee coordinates the nomination process, such as setting due dates and general ground rules for considering candidate nominations.

Are you interested in serving on the Nominating Committee as an at-large member? Or perhaps running for the Board or volunteering on a committee? If so, contact me. Members of the Nominating Committee will not be considered as candidates for election.

In closing, I hope you all had a wonderful summer and are well rested because we need to prepare for the necessities of our profession. OK Ants, let's get to it! ■

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Jennifer Sorenson, City of Paso Robles  
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**Central Los Angeles**

Maurina Lee, City of Downey  
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**Central Valley**

Teri Albrecht, City of Merced  
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**Channel Counties**

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**South San Joaquin**

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## Executive Director's Message

— Melissa Dixon

See You In...

Happy September, everyone! I am officially back in the office after my maternity leave. While it's rough being away from my baby during the day, I'm very happy to get back into the swing of things. Thank you to everyone for their well wishes!

The planning for the CSMFO Board Retreat is in full swing. For those invited (you know who you are), we'll be meeting October 1-2 at the Millennium Biltmore in Los Angeles. Holding the Board Retreat at next year's conference hotel provides a wonderful opportunity for the association to taste the food, test the service and explore the area. All the Board members will now be experts on where things are, and can serve as guides during the conference.

Planning for the conference is well under way, with the budget drafted and exhibitors and sponsors beginning to roll in. This year's exhibitor/sponsor registration will be online, allowing all vendors to virtually choose their level of support and to pay right then with a credit card. Watch the Web site for the debut of this new service! The 2010 CSMFO Annual Conference, Live from LA, will be held February 16-19. More details as they develop!

CSMFO is accepting applications for our 2009-10 budget awards. The initial deadline has passed...a big thanks to all who have sent their budgets in already! If you haven't yet, be sure to do so by the September 30 deadline to secure the reduced \$100 rate. More information on the awards can be found on page 6 of this MiniNews, or you can download your application on our Web site: <http://www.csmfo.org/index.cfm?fuseaction=nav&navid=212>.

Lastly, should you need information on anything not covered here, please feel free to contact our office! ■

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## Officers, Directors and Standing Committees

### President

Thomas Fil, City of Belmont

### President Elect

Ronnie Campbell, City of Camarillo

### Past President

Viki Copeland, City of Hermosa Beach

### Board of Directors

David Cain, City of Chino  
 Harriet Commons, City of Fremont  
 Mary Dodge, City of El Cerrito  
 Scott Johnson, City of San Jose  
 Laura Nomura, City of Irwindale  
 Christy Pinuelas, City of Agoura Hills

## Committees

### Administration

Robert Burns, City of Chino  
 Steve Heide, Chino Valley Independent Fire District  
 David Cain, City of Chino  
 Cathy Lucas, City of Stockton  
 Bob Biery, City of Westlake Village  
 Stephen Dunn, City of Upland  
 Stephen Conway, City of Los Gatos

### Annual Seminar

Jesus Nava, City of Burlingame  
 Tamera Haas, City of Petaluma  
 Dennis Danner, City of Newport Beach  
 Brad Grant, City of Merced

### Budgeting & Management Reporting

Pamela Arends-King, City of Tustin  
 Terri Willoughby, City of Barstow  
 Gina Schuchard, City of West Hollywood  
 Chu Thai, City of South Pasadena  
 Robert Cortez, City of Santa Ana  
 Cindy Guziak, Orange County Fire Authority  
 Laura Nomura, City of Irwindale

### Career Development

Dennis Danner, City of Newport Beach  
 Kim Nakamura, City of Camarillo  
 Terrence Beaman, City of Placentia  
 Christy Pinuelas, City of Agoura Hills  
 Margaret Moggia, West Basin Municipal Water District  
 Mary Bradley, City of Sunnyvale

### Fiscal Policy

Josh Betta, City of Glendora  
 Julia James, City of South Gate  
 Irwin Bornstein, City of Mission Viejo  
 Scott Johnson, City of San Jose

### Membership Benefits

Brent Mason, City of Riverside  
 Paula Chamberlain, City of Pomona  
 Bob Torrez, City of Lynwood  
 Mary Dodge, City of El Cerrito

### Professional & Technical Standards

Jesse Takahashi, City of Campbell  
 Sandra Schmidt, Las Virgenes MWD  
 Crystal Alexander, City of Culver City  
 Bill Statler, City of San Luis Obispo  
 Thomas Fil, City of Belmont

### Technology

John Adams, City of Thousand Oaks  
 Barbara Boswell, City of Lancaster  
 Mark Moses, City of Stockton  
 Harriet Commons, City of Fremont

*Positions listed include committee chairs, vice chairs, senior advisors and board liaisons.*



## Live from LA: Updates on Plans for 2010 CSMFO Annual Conference

By Sandra Schmidt, 2010 Host Committee Member

**Tuesday, February 16 through Friday, February 19, 2010**

**The Millennium Biltmore Hotel, Los Angeles, California**

**Survey** The Host Committee extends a heartfelt thanks to those who responded to our recent survey concerning the annual conference. The response was even better than expected (and we did expect a big response), once again proving that; a) members of CSMFO are conscientious, courteous, helpful, and committed to continuous improvement, or b) so extremely efficient and effective in their positions that they eagerly respond to surveys to break the monotony of a well-run organization, or c) both.

The survey shows that a large number of members are already planning on attending the conference in February (thank you!) and a good number are seriously considering attending. The survey also provided ideas and concerns from our potential attendees, and the Host Committee will be using this input in planning for the conference.

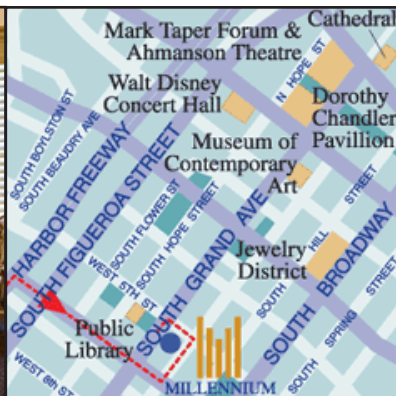


**Parking/Transportation** One of the immediate concerns that came from the survey is the issue of parking. The Biltmore Hotel charges \$40 per day for parking, which seems pricey for both out-of-towners wanting to explore areas outside of downtown, as well as day trippers to the conference. The host committee is looking into other safe and convenient parking sites for the conference attendees, as well as the possibility of van pools for Southern California day trippers.

The committee is also exploring alternative transportation to make attendance at the conference more accessible to everyone. Specifically, the committee is assessing whether members residing in the greater Los Angeles community would utilize group transportation (buses or vans) from areas away from downtown Los Angeles to attend the conference, if it were arranged by CSMFO. The idea would be to choose central locations to the north, east, and south of downtown Los Angeles where members attending the conference could park their cars and ride a bus/van to the Biltmore Hotel. Buses/vans would return to the designated locations at the end of the day's session. The anticipated per person, per day, cost to use a bus/van is \$15 to \$25.

Please provide your feedback to Sara Oberlies at [soberlies@syllc.com](mailto:soberlies@syllc.com) on whether this service interests you. We hope to have more details about transportation options out to CSMFO members by mid-October.

**Program Sessions** Former CSMFO President and current Conference Program Chair Viki Copeland announced that some of our favorite speakers have already committed to the conference. This includes Michael Coleman of the League of California Cities, an expert in divining and interpreting the political hodge-podge that is Sacramento, who has the unique ability to deliver bad news and still make us laugh. David Bean of the Governmental Accounting Standards Board will also be joining us, bringing us news from the August body that has the power to turn our professional lives upside down (GASB 35 anyone? Or GASB 43/45?). Chris Thornberg of Beacon Economics and long-term



**Live from LA, continued**

financial planner Shayne Kavanaugh of GFOA are also on the agenda.

**Extra** As we look for various programs and entertainment opportunities for the conference, the host committee is very fortunate to have a true Los Angeles mover-and-shaker (albeit a private, modest individual) co-chairing the committee. Joya De Foor was appointed to position of City Treasurer by Mayor Antonio Villaraigosa (former State Assemblyman and Senator) and manages a portfolio that many countries would envy. Her insight and knowledge of the opportunities in downtown Los Angeles are very valuable to planning the conference for maximum enjoyment at reasonable costs. I hope those of you who attend the conference take the opportunity to meet one of our own who has reached government finance superstar status (it's not just the entertainment industry in Los Angeles that has superstars).

Speaking of superstars, those of you who are basketball fans will be happy to know that the Lakers will be playing at the Staples Center twice during the conference. On Tuesday, February 16, the World Champion Lakers will play the Golden State Warriors, and on Thursday, February 18, the World Champion Lakers will be playing the Boston Celtics. Lakers fanatic and incoming CSMFO President, Ronnie Campbell, reports that Lakers tickets are scarce, but not impossible to obtain. So, make your plans early for an exciting adventure. Tickets go on sale online October 3. Sadly, this is not a CSMFO sponsored event, so there is no discount for tickets and no CPE credit.

More information of the conference next month. ■



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## CSMFO Budget Awards

The 2009-10 Budget Awards application forms are now online! Visit [www.csmfo.org](http://www.csmfo.org) to review important instructions that apply to the four award categories listed below and to review individual category applications.

**Operating Budget:** You may submit either your jurisdiction's Preliminary/Proposed Budget, or your Final/Adopted Budget. If your budget is a single comprehensive document that incorporates operations, capital financing and multi-year planning, you should submit it for the Operating Budget category.

**Capital Budget:** This award is only for jurisdictions with separate documents for Capital Budget and/or long-term capital improvement plans.

**Public Communications:** The purpose of the award for Excellence in Public Communications is to recognize any aspect of your budget documents or materials prepared for your budget review process that especially facilitates public awareness and understanding of your jurisdiction's budget.

**Innovation in Budgeting:** The purpose of this award is to recognize new ideas in the field of budgeting. These might include a special brochure, a mid-year budget report, a newspaper insert, a video or slide show, development of a special computer program or forecasting methodology, or a unique public education or review process.

A check payable to CSMFO should be forwarded along with your submittal to be received by CSMFO on the following schedule:

**Received Sept. 1-30 – \$100**

**Received Oct. 1-16 – \$200**

Submit a fee for each category that your agency applies for a budget award. No submittals will be accepted after the **Oct. 16 deadline – NO EXCEPTIONS**. Postmark dates do not qualify as received dates. When mailing, make sure you provide adequate time for your application to reach the CSMFO office by the deadline date.

Thank you for participating in this program!

\*Access this information by visiting [www.csmfo.org](http://www.csmfo.org) and clicking on 'Budget & CAFR Awards' on the navigation bar. ■

### CSMFO mailing address and contact information:

**1215 K Street, Suite 2290  
Sacramento, CA 95814**

**p 877-282-9183  
f 916-231-2141**

# Renewing Your CSMFO Membership for 2010

By Mason Brent, Membership Committee Chair

It's that time of year...the leaves are about to change, football stadiums are filling up every weekend, the kids are back to school and thoughts of the annual renewal of our CSMFO membership fill our mind.

Well maybe not, but regardless, that time is here. Shortly, the Membership Committee in conjunction with the Administration Committee and SMA will kickoff the membership renewal for calendar year 2010. Last year, the organization transitioned to online renewals, designed to simplify the process and bring greater efficiency to its handling. As it turns out, many of us are still in love with our paper and membership renewals came in very slowly. We also attributed the slow renewals to the economic situation that we all are facing and bad contact information for many members.

During this process we transitioned to a new management company (SMA) who helped the process along after the first of the year. We wound up sending paper notices after all, and made follow up contact by Membership Committee members to various Chapter Chairs and/or local members that we knew were likely to renew but simply had not taken the time yet.

Despite the slow roll out of online renewals and the challenges presented by the economy, we wound up with approximately the same number of memberships as we had previously recorded. That total for 2009 was 1,617 members broken down as follows:

Municipal Members – 1,260

Commercial Members – 245

Other Government Members – 42

Retired Members – 43

Complimentary and Student/Education Members – 27

We are going to again encourage all CSMFO members to renew their membership online by going to the Web site ([www.csmfo.org](http://www.csmfo.org)), finding the membership renew-

al link on the home page then following the instructions. We will initially send out an e-mail notice in early November to the address you gave us when you registered for 2009 advising that it is time to renew your membership.

Everyone will have about a month to process that renewal online through the CSMFO Web site.

**From the Membership Committee,  
we look forward to serving you for  
another year and thank you for the  
many contributions each of you  
provide to make this organization  
the finest of its kind – anywhere!**

Based on the results of last year's experience, we will be sending the second notice out in a paper form through regular mail in early December. For those that want an "invoice" type of document in hand first, this will serve that purpose. If you need to pay from an invoice

and don't want to wait for the second notice, you can initiate an online renewal but rather than pay by credit card, you will be given the option to print an invoice from the Web site that you can process locally for payment. Until your payment is received, your membership will remain in a "pending" status on the system.

For those who have still not renewed by December 31, 2009, CSMFO will make a final round of contact (either via e-mail or regular mail depending on how successful each of the first rounds were) to encourage your participation for 2010. Timely renewal assures that the many benefits associated with CSMFO membership continue uninterrupted, which is particularly helpful as you may be registering for the 2010 CSMFO Conference in Los Angeles and the discounted price for members offsets most of the annual cost of membership!

From the Membership Committee, we look forward to serving you for another year and thank you for the many contributions each of you provide to make this organization the finest of its kind – anywhere! ■



## September 2009 Economic Outlook

*Managing Wealth and Preparing for Retirement When the Dust Settles  
What Do You And Your Company Need To Know?*

As a CSMFO member, you are invited to register for the upcoming UCLA Anderson Outlook Forecast at a discounted rate!

Ackerman Grand Ballroom, UCLA  
September 16, 2009 | 7 a.m.-12 p.m.  
Discounted Registration Fee: \$250 (originally \$350)

Use the promotion code 'CSMFO0909' when registering for the conference.

Click [here](#) for more information. ■

## Government Finance Officers Association Distinguished Budget Awards Program Winner

Christine Vuletic, Finance Director for the city of South Lake Tahoe and CSMFO member, was a first-time winner of the Distinguished Budget Awards Program.

The GFOA established the Distinguished Budget Awards Program in 1984 to encourage and assist state and local governments to prepare

budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's recommended practices on budgeting and then to recognize individual governments that succeed in achieving that goal (source: GFOA Web site). ■

## Paying Tribute

**Remembering Timothy K. Hansen,  
CSMFO Member**

*February 18, 1941-August 8, 2009*

Tim Hansen, Interim Finance Treasurer for the City of Hercules, passed away on August 8, 2009. Tim was a long-standing member of CSMFO, the California Municipal Treasurers Association (CMTA), and the Government Finance Officers Association (GFOA). He received CSMFO's Certificate for Outstanding Financial Reporting in 1985, 1997 and 2001.

Some of Tim's work experience included the City of Fremont from 2001-02 as Chief Financial Officer/Director of Financial Services, the City of San Leandro from 1997-2001 as Finance Director, and the City of Visalia from 1980-97 as Administrative Services Director.

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# Coaching Program Panel Schedule

## Critical Issues and Best Practices for Finance Directors

**3 - 4 p.m. PT**

**Wednesday, September 9, 2009**

DIAL 646-519-5883 [callers' PIN 7592#] or new live audio via the Web (powered by Granicus) at [www.csmfo.org/coaching](http://www.csmfo.org/coaching) "Live Audio and Archives."

### Panelists:

- \* Irwin Bornstein, Asst. CM and Admin. Servs. Dir., Mission Viejo
- \* Paula Chamberlain, Fin. Dir., Pomona
- \* Stuart Schillinger, Admin. Servs. Dir., Brisbane
- \* Bill Statler, Dir. of Fin. and IT, San Luis Obispo

### Panel Discussion Topics:

1. What are critical issues for local government finance directors in today's environment?
2. What are best practices for addressing them?
3. What resources are available to help?
4. What issues loom on the horizon that finance directors need to anticipate?

We encourage you to ask questions during the panel discussions. If you prefer, you may submit questions anonymously via e-mail to [csmfo@donmaruska.com](mailto:csmfo@donmaruska.com) either in advance or during the panel discussion. As moderator for the session, Don Maruska will pose the e-mailed questions.

### Post-Call Group Discussions

Some agencies have organized groups to listen to the calls and discuss the topics after the calls. You can leverage the panel offering into an in-house career development opportunity for your team. Here are some discussion starters:

- a. Which issues are most critical for our organization?
- b. What practices or strategies do we want to address them?
- c. How can we prepare ourselves for the future?

## Building Awesome Talent – Special Webinar

**2 - 3 p.m. PT**

**Wednesday, September 30**

Cosponsored by CSMFO and Cal-ICMA Coaching Programs

More details to follow under "Agenda" for the event on "Live Audio & Archives" tab at [www.csmfo.org/coaching](http://www.csmfo.org/coaching) and via the CSMFO members' e-mail list.

Don Maruska, CSMFO Coaching Program

See "Coaching Corner" at [www.csmfo.org/coaching](http://www.csmfo.org/coaching)

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## GASB 54: “New and Improved” Definitions of Fund Balance and Fund Types

**By Christy White, Partner and John Dominguez, Audit Senior, Nigro Nigro & White, CPAs**

Moss doesn't grow under the GASB's feet! The big new project rolling out is GASB Statement #54, Fund Balance Reporting and Governmental Fund Type Definitions, effective for the 2010-11 fiscal year with early implementation encouraged. Why is GASB tinkering with our long-standing definitions of fund balance and fund types? To address concerns that state and local governmental entities are inconsistently reporting fund balance and that fund types are not properly used or understood. To prepare, learn the new definitions and consider the accounting policy and expenditure tracking implications.

Historically, fund balance is either reserved (meaning not available) or unreserved (available). But within the reserved category, some funds can never be spent, while other funds must be spent only on restricted purposes. Within the unreserved category are funds that are either designated or simply available for any and all purposes. GASB 54 helps to fully separate out the nature of each fund balance component for enhanced understandability.

Based on the requirements of GASB 54, fund balance will now be composed of three main categories with subcategories of non-spendable and unrestricted, as shown in this table which is similar to how it will be presented on the balance sheet:

<b>GASB 54 Fund Balance Categories</b>
<b>Non-Spendable Fund Balance</b>
Not in a spendable form (e.g., inventory)
Legally or contractually required to be maintained intact (e.g. donations when principal cannot be spent)
<b>Restricted Fund Balance</b> (externally imposed, imposed by law or enabling legislation)
<b>Unrestricted Fund Balance</b>
<i>Committed</i> (i.e. board action taken to commit funding)
<i>Assigned</i> (intention to use funds such as through the budget identification, also remaining balance in all funds except General Fund are assigned to the fund's purpose)
<i>Unassigned</i> (residual in General Fund, may also have a negative unassigned in other funds only if a deficit occurs)

Keep these key distinguishing factors in mind:

- Non-spendable cannot be readily converted to cash.
- Restrictions are imposed by outside parties, including legislation.
- Committed takes a board action to commit or uncommit funds.
- Assigned is used for the residual balance in governmental funds, other than the General Fund.
- Assigned in the General Fund is an internal intention and without formal board action.
- Unassigned is the residual balance in the General Fund.
- Unassigned in governmental funds, other than the General Fund, is only used for a negative fund balance in excess of restricted, committed and assigned fund balances.

Practically speaking, agencies will need to decide at year-end what the composition of ending fund balance is comprised of based on internal accounting policies. Non-spendable and restricted fund balances are easy to track as the accounting

records are already setup to track the ins and outs. Unrestricted categories are more difficult. If there is no policy guidance or account code structure to track committed from assigned categories, then GASB 54 allows for you to subtract expenditures from the committed balance first, followed by assigned and then unassigned.

Other fund balance considerations of GASB 54 include (1) funds previously “reserved for economic uncertainties” or, as referred to in GASB 54 “stabilization” would, in most cases, be considered committed; and, (2) encumbrances, if used, would be disclosed in the footnotes to the financial statements instead of on the face of the balance sheet.

Finally, GASB 54 gives some new definitions to fund types. Most significant is that Special Revenue Funds are established to account for “proceeds from specific revenue sources” that are either restricted or committed. Do not use Special Revenue Funds to simply earmark money to be spent out of another fund at a later date. But, you may transfer funds into a Special Revenue Fund as long as you spend the funds out of the Special Revenue Fund.

Expect confusion! While the intent of GASB 54 is to reduce confusion about fund balance and fund type definitions, it will take some explanation. We suggest you set aside time to explain the changes to the board, administrators, finance staff, and labor unions as you plan your implementation.

For questions about GASB 54, please free to call Christy White, Partner, Nigro Nigro & White, CPAs, (619)-270-8222. ■

## William Blair & Company Expands Its Services to Public Sector and Nonprofit Clients

**By Tony Zimmer, William Blair & Company, LLC**

William Blair & Company announced that Esther Berg and Mike Placencia have joined the firm's Infrastructure Investment Banking Group as Directors based in San Francisco. The team will be responsible for expanding the firm's investment banking services to public sector and non-profit clients in California and the West, by offering a full array of financial structuring solutions. Berg also joins William Blair & Company's well-established swap advisory practice. Placencia now leads the firm's transportation efforts across the nation, and enhances its pioneering public-private partnership advisory practice.

"We are very excited to have two such talented and well respected bankers join our team," Tom Lancot, principal and head of the Infrastructure Investment Banking Group at William Blair & Company, said. "Mike Placencia and Esther Berg share our philosophy of putting the client first, a hallmark of our firm for nearly 75 years. Their integrity, professionalism and intellect make them a perfect fit for William Blair & Company, which is also benefiting from their past collaboration while at UBS."

William Blair & Company, LLC is a global investment firm offering investment banking, asset management, equity research, institutional and private brokerage, and private capital to individual, institutional, and issuing clients. ■

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## Agency Spotlight

If you'd like to submit an article on behalf of your agency, please e-mail Ashley Zepernick at [ashley.zepernickl@staff.csmfo.org](mailto:ashley.zepernickl@staff.csmfo.org) by the 25th of each month.

Articles should discuss "hot topics" of the industry or agency best practices.

# Coachella Valley Chapter Meeting

**Date:** Monday, September 21, 2009

**Time:** 12 p.m.

**Host:** City of Palm Desert

**Location:** Desert Willow Golf Resort Clubhouse  
38-995 Desert Willow Drive (off of Country Club, between Portola  
and Cook, opposite Marriott's Desert Springs Resort)

(760) 346-0015

**Menu:** Choice of Cobb Salad, Firecliff Burger, or Turkey, Bacon and Avocado  
Melt

**Cost:** \$20 per person

**Speaker:** Bill Bothwell, Senior Partner  
Orrick, Herrington & Sutcliffe

**Topic:** 2009-10 and 2010-11 Budget Impact on Redevelopment Agencies  
relative to state's recent ERAF decisions

**RSVP:** (760) 346-0611, Ext. 320 by Wednesday, September 16, 2009.  
Reservations not cancelled by this date will be billed.

Amy Ammons, Chapter Chair

November, 2009 meeting: City of Indian Wells

January, 2010 meeting: City of La Quinta

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# Channel Counties Chapter Meeting

**Date:** Thursday, October 8, 2009

**Time:** 11:45 a.m. - 1:45 p.m.

**Subject:** CalPERS Pension Contribution Rates, What to Expect and Why You Should Be Worried

**Speaker:** John E. Bartel, ASA, EA, MAAA of Bartel Associates, LLC

**Place:** Los Robles Greens Golf Course  
299 S. Moorpark Road  
Thousand Oaks, CA 91361

**Menu:** TBD

**Cost:** \$25 – Pay at the door. Cash or checks to “CSMFO” accepted.

**RSVP:** Please call Kelli Justiniano at 805-449-2234 or e-mail [kjustiniano@toaks.org](mailto:kjustiniano@toaks.org), no later than 10 a.m. on Thursday, October 1, 2009

**CPE:** If a CPE Certificate is needed, please request at time of RSVP.

*CANCELLATIONS AFTER OCTOBER 5TH AND ALL NO-SHOWS WILL BE INVOICED*

**Directions:** Exit the 101 Freeway at Moorpark Road (south), stay in the far right lane, first right (west) on Rolling Oaks Drive into the Golf Course.

**TENTATIVE MEETING DATES:** Second Thursdays - December, January, March, April, & May

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## Inland Empire Chapter Meeting

**Date:** Thursday, October 15, 2009

**Time:** 11:30 a.m..

**Subject:** Occupational Fraud

**Speaker:** David Wall, Certified Fraud Examiner

**Place:** Dave & Buster's, Ontario Mills

**Carrie Corder, Inland Empire Chapter Chair**

## CSMFO Connect!

### Chapters

Each month, we will feature the activities of a different CSMFO Chapter, Committee and/or League Policy Committee.

If you'd like to be featured, contact Communications Assistant Ashley Zepernick at [ashley.zepernick@staff.csmfo.org](mailto:ashley.zepernick@staff.csmfo.org).

**Share your progress, challenges and best practices . . . connect with the CSMFO membership!**

## Sacramento Valley Chapter Meeting

**Date:** Tuesday, September 29, 2009

**Time:** 11:30 a.m.

**Subject:** We will be having a roundtable discussion on current issues and we will discuss the format and frequency of future meetings.

**Place:** Citrus Heights Council Chambers  
7117 Greenback Lane  
Citrus Heights, CA 95621

**Cost:** Free

**RSVP by September 22, 2009 to Stefani Daniell at [sdaniell@citrusheights.net](mailto:sdaniell@citrusheights.net).**

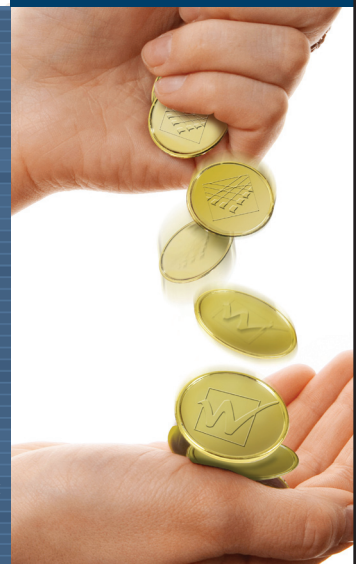
**Stefani Daniell, Sacramento Valley Chapter Chair**

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## Need to renew your membership?

CSMFO membership renewal is just a click away at [www.csmfo.org](http://www.csmfo.org).

Visit the Membership page and click on CSMFO Online Membership Renewal.

After you've logged in, click View or Pay Dues Notices.

Make a payment with your credit card or by mail and continue enjoying the benefits of CSMFO membership!

## We have received bounce backs!

We've recently received several bounce backs from many of our members' e-mail addresses.

Please make sure to allow e-mails from [@staff.csmfo.org](mailto:staff.csmfo.org) to pass through your spam blocker, otherwise, you may be missing critical CSMFO information!

## California Debt and Investment Advisory Commission - Schedule for Fall 2009

### **Disclosure in Municipal Securities**

September 24, 2009

Ziggurat Building

West Sacramento, California

Cost: \$250

Registration Deadline: September 1, 2009

This year, topics for this one-day seminar include an overview of the laws and rules governing compliance, the 11 deadly sins, issuer-agency reporting responsibilities, and disclosure technology.

### **Fundamentals of Debt Financing**

October 1-2, 2009

Concord Hilton

Concord, California

Cost: \$350

Registration Deadline: September 1, 2009

This one and one-half day seminar is the first in a series of three debt-issuance courses. It covers the roles and responsibilities of financing team members, types of short- and long-term financings, the decision to use credit enhancement, and the credit rating process. The seminar concludes with a discussion of issuer responsibilities for initial and continuing disclosure.

### **Financing Solar Energy: Options for California's Local Governments**

October 8-9, 2009

Oakland Marriott

Oakland, California

Cost: \$350 (public) \$500 (private)

Registration Deadline: September 8, 2009

This is CDIAC's first-ever course on options for financing solar energy. At this one and one-half day seminar, public agency officials and staff will hear panels that address using Mello-Roos financing, Public-Private Partnerships (P3s), and local/state/federal government incentive programs to foster investment in solar energy.

### **Advanced Concepts and Practices for Investing Public Funds**

October 22-23, 2009

Wyndham San Jose

San Jose, California

Cost: \$350

Registration Deadline: September 22, 2009

This is CDIAC's second investment course. This one and one-half day seminar included panels on investment economics, investment products, cash flow analysis, investment objectives, and performance measurements.

## CDIAC Spring 2010 Schedule, continued

**Debt Seminar 2: Mechanics of a Bond Sale**

February 4-5, 2010  
Oakland Marriott City Center  
Oakland, California  
Cost: \$350

This seminar, the second in a series of three CDIAC debt-issuance seminars, is intended to help issuers plan and market their debt. It covers structuring the financing, developing a debt management policy, using a plan of finance, securing credit enhancement, preparing legal documents, marketing an issuance, understanding federal arbitrage rules and regulations, and investing bond proceeds.

**Debt Seminar 3: Living With an Issue: Ongoing Debt Administration**

March 11-12, 2010  
Doubletree Hotel Berkeley Marina  
Berkeley, California  
Cost: \$350

This seminar is the last in CDIAC's three part series of debt-issuance seminars and is designed to assist issuers when administering debt. It covers the roles and responsibilities of trustees and issuers, arbitrage rebate calculations, continuing disclosure, compliance monitoring, refundings, and advanced debt structures.

**Fundamentals of Land-secured Financing**

March 26, 2010  
Hilton Ontario  
Ontario, California  
Cost: \$250

This workshop focuses on Mello-Roos Community Facilities District and assessment district financings. It covers financing structures, pre-formation considerations, the district formation process, project implementation, bond issuance mechanics, and the administration of liens and bonds.

**ABCs of School Debt Financing**

April 9, 2010  
Hilton Concord  
Concord, California  
Cost: \$250

This seminar is tailored to school business officials who seek a better understanding of debt financing, including the approval and sale of general obligation bonds and certificates of participation. This seminar covers sources of debt financing and ongoing administration and accounting issues.

**Thinking of diving into a bond pool?**

May 21, 2010  
Renaissance Long Beach Hotel  
Long Beach, California  
Cost: \$250

Bond pools are a cost-effective way for local governments to issue debt. This seminar will address what to consider before joining a pool, help determine which pool is right for your particular needs, and what kinds of services an entity can expect from a pool. The seminar will also cover the disclosure responsibilities expected from local or state entities when participating in a pool.

For more information about CDIAC programs visit [www.treasurer.ca.gov/cdiac](http://www.treasurer.ca.gov/cdiac) or call CDIAC at (916) 653-3269.

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## 2009 CSMFO Professional Development Calendar

The CSMFO Career Development Committee contributes to the advancement of CSMFO members through its presentation of training and educational programs. Through specific training, the Coaching Program, Webinars, Bridge Calls and the Resource Matrix, the Career Development Committee is committed to assisting municipal staff and officers enhance their knowledge base. We are excited about the training opportunities offered our members this year. Following is the schedule of the training workshops, coaching calls, bridge calls and Webinars:

### **Presentation Skills for Finance Professionals**

**Presented by Neil Kupchin**

**Date**

Wednesday, Sept. 16

**Location**

City of Belmont

### **Telephone Coaching Panels, Webinars and Topical Bridge**

**Date/Time**

2-3 p.m., Wednesday,  
September 30

**Session**

Building Awesome Talent – Talent Development  
Conversations, Growth Opportunities and Knowledge  
Transfer

### **Weekend Training**

Tentatively scheduled for the weekend of November 13, but subject to change. Location TBD. Check the Web site for details:

<http://www.csmfo.org/index.cfm>

### **Look for 1-2 topical and timely bridge calls throughout the year**

**Go to “Live Audio & Archives” tab of [www.csmfo.org/coaching](http://www.csmfo.org/coaching) and click on the Agenda for session details.**

### **Presentation Skills for Finance Professionals**

This one-day workshop presents techniques/strategies in the morning session, followed vide-taped presentation delivery. Participants will receive constructive feedback from the consultant and participants. The opportunity to view your own presentation and receive positive suggestions is critical to your success in making financial presentations. This popular and well-received workshop is conducted by Neil Kupchin of Kupchin Training Associates; cost is \$250. For more information, contact Kim Nakamura, Finance Manager, City of Camarillo, 805-388-5322 or [knakamura@ci.camarillo.ca.us](mailto:knakamura@ci.camarillo.ca.us).

### **Coaching Program**

The Coaching Program continues to be one of the premier offerings of the Career Development Committee, offering informative conference calls with panels of master coaches (including Webinars co-sponsored with Cal-ICMA), timely and topical bridge calls, financial management skills inventory, one-to-one coaching and personal productivity tools. For more information, contact Don Maruska, Coaching Program Director, 805-772-4667, [don@donmaruska.com](mailto:don@donmaruska.com), or Pete Gonda, Coaching Program Advisor, 408-730-7418, [pgonda@ci.sunnyvale.ca.us](mailto:pgonda@ci.sunnyvale.ca.us).

### **Weekend Training**

This professional educational training session is offered to finance officers and appropriate staff members, providing intensive weekend training in such topics as Financial Analysis, Long-Range Planning, Investments, Budget Development and Financial Ethics, to name a few. Attendance is limited to 40 participants to enhance the learning experience. The full rate cost is \$425; commuter rate is \$350. For more information, contact Mark Uribe, Assistant Director of Finance, City of Camarillo, 805-388-5358 or [muribe@ci.camarillo.ca.us](mailto:muribe@ci.camarillo.ca.us).

Visit [www.csmfo.org/index.cfm](http://www.csmfo.org/index.cfm) for more information.

## Job Postings SEPTEMBER 2009

### City of San Diego, OneSD SAP Support Director DOE

Under the direction of the Chief Financial Officer, the OneSD SAP Support Director has overall responsibility and accountability for the operation, maintenance, and ongoing support of SAP systems and services across The City of San Diego. This position will promote the strategic use of SAP enterprise architecture to support an enterprise view of business processes, master data, internal controls and security. Additionally, the position will provide leadership, vision, and direction for SAP on-going support, ensuring alignment with the City's business objectives and requirements.

Bachelor's degree in computer sci., bus./pub. admin. or related field and 10 yrs. exp. in strategic planning, devlpmnt, implementation, & maintenance of systems, including systems design of broad-based info. syst.; and 8-10 yrs. progressive broad-based info. systems exp. including strategic planning, development, implementation and support is required.

### City of San Diego, OneSD SAP Functional Support Manager DOE

Under the direction of the OneSD SAP Support Director, the OneSD SAP Functional Support Manager has responsibility for the coordination and supervision of a team of functional area business analysts engaged in the operation, maintenance, and ongoing support of SAP systems and services for The City of San Diego. This position will also have overall responsibility for modifying SAP system configuration settings to support business processes and workflow.

Requirements: Bachelor's Degree in computer sci., bus./pub. admin. or a related field and 10 yrs. exp. in strategic planning, devlpmnt, implementation, and maintenance of systems, including systems design of broad-based info. systems are required.

For a complete job description, please visit [www.sandiego.gov/empopp](http://www.sandiego.gov/empopp)

Selection Process: To be considered for this position, please submit two copies of each of the following: current resume, a letter of interest highlighting relevant work experience and a list of three work-related references to: The City of San Diego, Personnel Dept., Employment Information Center, 1200 Third Ave., Ste. 101A, San Diego, CA 92101, in an envelope marked CONFIDENTIAL: Unclassified Recruitment - OneSD SAP Functional Support Manager or email to [PersUnclassified@sandiego.gov](mailto:PersUnclassified@sandiego.gov) EEO/ADA.

### City of San Diego, OneSD SAP Technical Support Manager DOE

Under the direction of the OneSD Support Director, the OneSD SAP Technical Support Manager has responsibility for the coordination and supervision of a team of technical specialists engaged in the operation, maintenance, and on-going support of SAP systems and services for The City of San Diego. This position will also have overall responsibility for supporting systems that have been configured from SAP modules using ABAP and other related tools, as well as all aspects of SAP Basis configuration, installation, performance tuning, release upgrades, security functions, corrections and transports.

Requirements: Bachelor's Degree in computer sci., bus./pub. admin. or related field and 10 yrs. exp. in strategic planning, development, implementation, and maintenance of systems, including systems design of broad-based info. systems are required.

For a complete job description, please visit [www.sandiego.gov/empopp](http://www.sandiego.gov/empopp)

Selection Process: To be considered for this position, please submit two copies of each of the following: current resume, a letter of interest highlighting relevant work exp. and three work-related references to: The City of San Diego, Personnel Dept., Employment Information Center, 1200 Third Ave., Ste. 101A, San Diego, CA 92101, in an envelope marked CONFIDENTIAL: Unclassified Recruitment - OneSD SAP Technical Support Manager or email to [PersUnclassified@sandiego.gov](mailto:PersUnclassified@sandiego.gov) . EEO/ADA.

### City of Oakland, Assistant Financial Analyst \$100,738 - \$12,698 Annually

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Living in the Bay Area can enrich your life. Now it can do the same for your career. As one of Northern California's most powerful economic forces, the City of Oakland offers an impressive array of career opportunities for visionary people who thrive on open communication and dedicated service. If you'd like to share your talents with our city, Oakland welcomes you.

PRINCIPAL FINANCIAL ANALYST  
\$100,738 - \$123,698 Annually  
Open Until Filled

The City Administrator's Budget Office is recruiting a Principal Financial Analyst to lead the development of the City's operating, capital and redevelopment agency budgets; supervise preparation and administration of the City's budget and fiscal

**Job Postings SEPTEMBER 2009, continued**

policies; oversee analysis of policy, managerial, operational, budgetary and financial issues affecting the City of Oakland, including the Capital Improvement Program; administer the City's performance measurement; provide analytical support in negotiations with the City's labor unions; and supervise budget and analytical staff.

The ideal candidates will have a Bachelor's degree in Public or Business Administration, Economics, Finance or closely related field and 5 years of progressively responsible experience performing trend, financial and operations analysis, forecasting and budgeting in a local government or other complex fiscal organization, including 1 year of supervisory or lead experience. A Master's degree in a related field may be substituted for 1 years of the required experience.

We offer a generous compensation package, including a competitive salary, excellent medical and dental coverage, and a PERS retirement plan. Interested parties please send a resume and cover letter to City of Oakland, Office of Personnel, 150 Frank H. Ogawa Plaza – 2nd Floor, Oakland, CA 94612. For additional information, go to [www.oaklandnet.com](http://www.oaklandnet.com).

**Southern California Regional Rail Authority,  
Senior Accountant**

**\$62,374-\$79,920-\$97,466 Annually**

SENIOR ACCOUNTANT

Salary Grade I: \$62,374 - \$79,920 - \$97,466

**POSITION**

The Southern California Regional Rail Authority, operator of the METROLINK Commuter Rail System, is seeking a qualified candidate to perform complex accounting work and provide technical support for the overall general ledger function and for agency internal and external financial statement reporting. This position is located in SCRRA's downtown office at 700 S. Flower St., 26th Floor, Los Angeles, CA 90017

**DUTIES**

Under the leadership of the Manager, Accounting, the incumbent will perform complex financial analyses and research to support the Authority's financial records and analyze project and budget data. The successful candidate will prepare all financial reporting data, ensuring all deadlines are met, including but not limited to a trial balance, income statement, statement of cash flows and statistical data on a monthly and year-end basis. The position is responsible for the preparation and submission of the Comprehensive Annual Financial Report (CAFR), National Transit Database (NTD) and State Controller's report. The incumbent will support managers in maintaining adequate internal controls, prepare financial reports in accordance with GAAP and GASB

standards, and maintain the integrity of the transactions entered into the Agency's accounting system to ensure proper reporting and classification. The incumbent will establish and monitor the implementation and maintenance of accounting control procedures as well as resolve accounting discrepancies and irregularities. This position plays a key role in the success of the Accounting Division and will facilitate and lead Accountants with month end and year-end close process.

**MINIMUM REQUIREMENTS**

Qualified candidates must possess a Bachelor's degree in Accounting or a related degree and five years of progressive accounting experience. The ideal candidate must have a strong understanding of accounting theory and be highly detail oriented and organized in work approach. The candidate must have the ability to act and operate independently with minimal daily direction from the manager to accomplish objectives. The candidate should also possess the ability to organize data efficiently and accurately, communicate effectively orally and in writing, meet deadlines, prioritize and handle multiple projects. The candidate should have prior work experience and be able to demonstrate the ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving, and results. Experience with a public agency or governmental accounting is a plus. Knowledge of auditing practices and principles is required. Must demonstrate experience working in an automated system environment, preferable with Oracle Financial Systems and be proficient in Microsoft Office Suite including Word, Excel and Access. A Certified Public Accountant (CPA), Certified Management Accountant (CMA) OR Certified Internal Auditor (CIA) is desirable, but not required.

**RESUME AND APPLICATION PROCEDURE**

Applications can be received in the Metrolink offices at 700 S. Flower Street, 26th Floor, Los Angeles, California 90017-4101 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. Completed applications packages will be accepted in person, mailed to the same location, or faxed to (213) 452-0461. The employment application can be accessed by visiting our website at [www.metrolinktrains.com](http://www.metrolinktrains.com).

If you believe you possess a disability that requires accommodation for the testing process, please provide notice with your application materials or call the Human Resources Division at (213) 452-0309. Proper supporting documentation may be requested by SCRRA in order to accommodate special needs of candidates.

NOTE: The provisions of this bulletin do not constitute an express or implied contract and may be modified or revoked without notice.

## Job Postings SEPTEMBER 2009, continued

**City of Marina, Accounting Services Manager**  
**\$5,234 - \$6,363 Monthly**

Under general direction, the Accounting Services Manager plans and manages highly complex accounting activities, projects and programs; manages three account technicians in the areas of payroll, retirement reporting, accounts payable, accounts receivable and revenue receipts; participates in the development, implementation and maintenance of policies, procedures and internal controls; coordinates external audits; prepares audit schedules; prepares the financial statements; coordinates preparation of annual regulatory reports; performs monthly and year-end reconciliations, adjustments and closing of financial records; understands, interprets and applies Generally Accepted Accounting Principles (GAAP) and governmental accounting standards; develops new work procedures to improve efficiency and effectiveness; manages the department budget; responds to internal and external financial inquiries; applies proficient communication skills to write staff reports; applies advance computer program skills (especially financial systems, Excel and Word); prioritizes to meet on-going demands and deadlines; and leads by example demonstrating value for employees, excellent customer service and "raising the bar."

**QUALIFICATIONS**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Education/Training: Equivalent to a Bachelor's degree from an accredited college or university in accounting, finance or closely related field. Experience: 4 years of increasingly responsible, professional accounting experience including at least 2 years in the public sector and 2 years of supervisory experience. License: Possession of or ability to obtain, a valid CA drivers license.

**APPLY IMMEDIATELY!** Recruitment for this particular vacancy will remain Open Continuously Until the Vacancy is Filled. Application packets will be evaluated continuously as received. To be considered for this dynamic career opportunity, submit an original, completed and signed City of Marina application with Supplemental Questionnaire, a current resume listing your qualifications and cover letter summarizing your key professional assets and leadership qualities related to the position: City of Marina, Human Resources Department, 211 Hillcrest Avenue, Marina, CA 93933. To obtain an application, visit the City's website: [www.ci.marina.ca.us](http://www.ci.marina.ca.us) (Human Resources Department) or visit Marina City Hall. Resumes will not be accepted in lieu of an original, complete and official City of Marina application. \*FAXES AND MODIFIED CITY APPLICATIONS are not accepted.

**EXAMINATION PROCESS** The City reserves the right to modify the selection or examination at any time.

Application Materials Evaluation – The first application evaluation begins August 31 to review qualifications. A Required Supplemental Questionnaire Must Be Included With The Application Packet.

**STRUCTURED INTERVIEW EXAM**

Candidates who pass the application evaluation test will participate in a structured panel interview and may also meet with the City's Executive Team members.

**SELECTION PROCESS**

The top candidates will be invited to a final selection interview with the Finance Director. After a conditional employment offer is extended, a background check will be conducted, including a LiveScan fingerprint and credit check. The final step is a pre-employment medical examination.

**BENEFITS**

PERS Retirement: 2% at 55 (City paid)  
Cafeteria Health Benefits Plan  
457 Deferred Compensation Plan  
Dental Insurance  
PERS Health Insurance (City partial payment)  
Section 125 Plan (City provides \$541/month)  
Medical & Dependent Care Reimbursement  
City Paid Life Insurance; optional additional coverage  
100% paid Vision Care  
Vacation: 1-5 yrs: 10 days; 6-15 yrs: 15 days; 16+ yrs: 20 days  
Sick: 12 days per year  
Admin Leave: 100 hrs first pay period in July

**REASONABLE ACCOMMODATIONS**

If special accommodations are necessary at any stage of the selection process, contact the Human Resources Department in writing.

**City of Santa Monica, Senior Revenue Operations Assistant**

**\$4,667 - \$5,762/monthly\***

\*Salary pending City Council Approval.

**Job Summary:** Leads, schedules, and monitors the work activities and daily operations of the City's parking citation collection functions and related payment processing services. Assists in supervising the City's cash receipting system. Leads, trains and reviews the work of revenue operations staff engaged in fiscal, clerical and customer service duties.

Requires: Graduation from an accredited college with an Associate's degree in Accounting, Business or a closely related field. Four years of recent, paid, progressively responsible work experience performing cash control functions including collection, reconciliation, and deposit of revenues.



**Job Postings SEPTEMBER 2009, continued**

Experience must include dealing with the public and handling customer service issues. At least one year of the recent, paid work experience must have included leading and coordinating the work of others performing fiscal and clerical duties. Experience in and/or working with a public agency is desirable. Additional relevant work experience may be substituted for the required education on a year for year basis.

Apply by: 5:00 p.m., Friday, September 18, 2009. Apply at: City of Santa Monica Human Resources Dept., 1685 Main St., P.O. Box 2200, Santa Monica, CA 90407. Phone: (310) 458-8697 or visit [www.smgov.net/hr](http://www.smgov.net/hr)

**City of Moreno Valley, Treasury Operations Division Manager**

**\$6,744 - \$9,495 monthly**

TREASURY OPERATIONS DIVISION MANAGER: Salary \$6,744 - \$9,495/mo; excellent benefit package worth \$12,000/yr, plus 4% of salary and PERS (2.7@55). Under the direction of the Financial & Administrative Services Director/City Treasurer, this Division Manager position will oversee cash and investments, revenue estimates and monitoring, accounts receivable, business license, false alarms, user and development fee updates, and revenue audits. Minimum requirements include a Bachelor's Degree in Accounting or Finance or closely related field and seven years experience in finance and accounting, at least three years of which was in treasury operations. Experience in government finance is preferred. To apply, submit a completed City of Moreno Valley application to the Human Resources Department at 14177 Frederick St., P.O. Box 88005, Moreno Valley, CA 92552-0805 no later than 4:00 p.m. on Thursday, September 24, 2009. For more information call 951.413.3045 or visit our web site at <http://www.moreno-valley.ca.us> EEO

**City of South San Francisco, Financial Analyst I & Financial Analyst II**

**Top Monthly FAI: \$6,639; FAII: \$7,301**

FINANCIAL ANALYST I (\$5,462 to \$6,639/monthly)

FINANCIAL ANALYST II (\$6,006 to \$7,301/monthly)

South San Francisco offers an attractive benefit package as well as CalPERS 2.7% @ 55 and Social Security and Medicare participation.

The City of South San Francisco is seeking candidates for one Budget Analyst position. Depending on the strength of the candidates and their fit with the Finance department, the position will either be hired at the more junior level (Financial Analyst I), or at the more experienced level (Financial Analyst II). Interested candidates at any of these levels are therefore encouraged to submit a resume.

The new Budget Analyst will assist the Budget Manager, the Finance Director, and the finance team in areas such as: budget preparation and analysis, revenue projections, special project coordination, capital budget tracking, 5 year Sewer Fund financial and rate projections, service consolidation studies, bond financing and financial modeling, and implementation of the new Eden financial software package. This is not a position for a candidate with primarily accounting experience, as the City currently has two professional Accountants. Rather, a candidate with experience in analysis, Excel modeling, public policy, problem solving, and special projects in a team environment is preferred

The ideal candidate is self-motivated, a team player, energetic and enthusiastic, a creative problem solver, and has a sense of humor and a passion for analysis and public service. Excellent communication skills (oral and written) are required, and candidates should be proficient in Excel. A Bachelor's Degree is required, and additional requirements are listed below. Candidates should prefer a dynamic work environment, be able to juggle multiple tasks and projects, and enjoy working with others.

Successful candidates will have:

- A minimum of 2 years in analysis/quantitative work involving Excel for FAI and 3 years for FAII. Public sector work with directly related experience is required for the FAII position.
- Experience in revenue or budget analysis, project work, forecasting/modeling or inter-departmental liaison work.
- Candidates at the II level would also have project management experience, success in inter-departmental coordination, more advanced Excel and modeling expertise, have a proven ability to write and present staff reports or other policy documents clearly, and have more budget experience in a municipal environment.
- A minimum of a Bachelor's Degree with major course work in public administration, business, finance, or a related field is required. A Master's Degree in a relevant field may substitute for one year of experience.

The Finance Department consists of 13 employees. South San Francisco is a full service city with Police, Fire, Public Works, Recreation and Library services, a regional Sewer Treatment Plant, as well as an active Redevelopment Agency. While the City is full service, South San Francisco has a small town feel, with a friendly informality in City departments' working relationships with each other that allows motivated and creative employees to get things done. Several upcoming redevelopment projects and a possible recycled water project offer bond financing opportunities and will provide a rich mix of analysis projects for the budget team.

**Job Postings SEPTEMBER 2009, continued**

Send a cover letter & resume to Human Resources Department, City of South San Francisco 400 Grand Ave., P.O. Box 711, South San Francisco, CA 94083 or email [web-hr@ssf.net](mailto:web-hr@ssf.net) (cover letter & resume as Word or PDF attachments) no later than 12:00 noon, Monday, September 28, 2009 for first screening deadline. Initial screening interviews are targeted for October 7th or 8th, with follow-up interviews with Finance staff on approximately October 29th. Position will remain open until filled. EOE.

**City of Modesto, Director of Finance**  
**\$111,562-\$139,453/year (salary under review)**

The Director of Finance is responsible to plan, organize, direct and review the activities and operations of the Finance Department including treasury, finance, data processing, purchasing, central store, and utility billings and business license including customer service; to provide leadership to the department and City organization; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and Deputy City Manager.

The ideal candidate will be a dynamic and proven leader that is known to be open, honest, respectful and loyal with exceptional oral and written communication skills. This creative problem solver will be able to identify key issues in complex situations, evaluate options, and initiate resolutions.

The recruitment for Director of Finance will remain open until the position is filled. Applicants considered to be the most qualified will be invited to continue in the selection process. The first review of application materials has been tentatively scheduled for the week of August 10, 2009.

The salary for this position is currently under review.

Individuals appointed to positions in this classification are in the unclassified service and serve at the will of the City Manager.

The City of Modesto has implemented a 96 hour furlough requirement for fiscal year 2009/2010. Employees hired after July 1, 2009 will serve a prorated number of hours.

[www.modestogov.com/employment](http://www.modestogov.com/employment)

**City of Bell Gardens, Accounting Manager**  
**\$6,107-\$7,423 Monthly**

**POSITION**

Under the general direction of the Director of Finance & Administrative Services, this management team position is responsible for planning and coordinating the activities of a variety of finance and accounting services that include general accounting, accounts payable, payroll, auditing, bond administration, treasury management, and financial reporting. Additionally, this

position is responsible for performing accounting and analysis work of a complex nature to ensure accurate reporting of the City's financial position. This is a full-time management position requiring significant expertise in municipal accounting.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to the following: Analyze fiscal transactions to assure conformity and compliance with generally accepted governmental accounting procedures and practices as well as municipal codes and ordinances; collect, analyze, interpret and document fiscal transactions; prepare financial statements and reports; audit financial records; assist in budget preparation, manage year-end closing; coordinate the annual audit including preparation of the Comprehensive Annual Financial Report; prepare responses to inquiries from regulatory agencies; coordinate, prepare and reconcile accounting reports for capital improvement projects; coordinate financial reporting for all grants, including the City's CDBG program; maintain the fixed asset inventory; calculate rates and prepare schedules for special assessment districts; supervise preparation of the monthly treasurer's report; prepare the monthly bank reconciliation; and other duties as assigned.

**MINIMUM QUALIFICATIONS**

This position requires five (5) years of progressively responsible professional experience in municipal finance. It also requires a Bachelor's Degree from an accredited college or university with major coursework in Accounting, Finance, Business or Public Administration. Previous supervisory experience preferred.

**KNOWLEDGE, SKILLS & ABILITIES**

Considerable knowledge of generally accepted accounting principles and practices; municipal financial operations; automated financial systems and financial software applications; governmental accounting and reporting requirements; purchasing, contract administration, billing and collection procedures. Ability to review and verify financial data; prepare complex financial and statistical analyses and reports; develop and interpret policies and procedures; conduct research and prepare clear, concise and comprehensive reports; communicate effectively both orally and in writing; and establish and maintain effective working relationships with City staff and the public.

**WHEN AND WHERE TO APPLY**

A completed City of Bell Gardens application and a comprehensive resume must be received no later than September 30, 2009 to be considered. An official City application and job bulletin are available at our website [www.bellgardens.org](http://www.bellgardens.org). Application materials should be sent to: City of Bell Gardens Personnel Department, 7100 South Garfield Avenue, Bell Gardens, CA 90201.

**Job Postings SEPTEMBER 2009, continued**

**BENEFIT PACKAGE**

- Insurance-City paid health, dental, vision with 100% city-paid medical coverage for dependents; employee assistance plan, STD/LTD, Life and AD & D insurance.
- Retirement-PERS 2.7% @ 55 plan. City pays employee's share of PERS (8%).
- Benefits-Competitive Vacation and Sick Leave Plan.
- Bilingual Pay-Those employees fluent in English/Spanish receive \$200 per month.
- Tuition Reimbursement-The City reimburses for job-related courses with prior approval and satisfactory completion up to \$1,500 per fiscal year.
- Deferred Compensation Plans-Employees may defer their eligible income not to exceed legally allowed limits.
- Optional Benefits-Supplemental Life/ Accidental/ Short Term Disability/ Cancer Insurance plans available.
- Work Schedule- 4/10 work schedule.
- Management Benefits: 40 hours Administrative Leave per fiscal year/Auto allowance - \$325 per month/Cell phone allowance - \$125 per month

**SELECTION PROCESS**

Following a review of all applicants, the best-qualified candidates will be scheduled for further assessment procedures. Those applicants who successfully complete the evaluation process will be further considered. An eligibility list will be compiled in accordance with the City's Promotional/Open Recruitment Policy from which the final selection will be made.

Initial appointment is contingent upon satisfactory completion of a City paid physical examination, drug screening, background check and verification of U.S. Citizenship or right to work in the United States. This position is subject to and dependent on the continued availability of funds and the manpower needs of the City of Bell Gardens.

**City of Del Mar, Senior Accountant  
\$63,948 to \$77,729 Annually**

Under general direction, supervises accounting staff and performs a wide range of complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports; makes complex and difficult accounting analyses and reports; and performs related duties as assigned.

Senior Accountant is distinguished from other professional accounting staff in that an employee in the former class supervises the work of other accounting employees in addition to performing complex professional accounting and reporting duties.

**EXAMPLES OF WORK PERFORMED**

(The following is used as a partial description and is not restrictive to duties required.)

Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives and values. Supervises the work of employees responsible for accounts payable and receivable, payroll and benefits processing and record keeping; supervises utility billing processes, payment processing and collections; supervises the issuance of business licenses and massage and taxi permits and associated billing, payment and collection processes; supervises cash receipt and control of other types of remittances; reconciles revenue to billing records and posts amounts to the general ledger; records monthly journal entries, reviews and approves monthly bank reconciliations.

Prepares comprehensive financial statements and the State Controller's Report; participates in preparing and presenting quarterly periodic financial reports to the City Manager, City Council and City departments; prepares the Comprehensive Annual Financial Report, including the introductory and statistical section; conducts special expenditure analyses.

**City of Newport Beach, Director of Administrative Services**

**Up to \$174,108 and placement will be DOQE**

The City of Newport Beach (pop. 84,554), one of California's most desirable coastal communities, seeks a new Director of Administrative Services. This full-service city has an annual operating budget of \$195 million. The Administrative Services Department today has 58 full-time staff and encompasses Accounting, Fiscal Services (purchasing, print shop, and parking meters), Revenue and Information Technology.

Ideal candidates will have a strong customer service ethic and embrace innovative ways to provide service. Exceptional technical knowledge, impressive communication skills and demonstrated success in managing in-house and contract staff will be expected. Experience with performance measurement and performance-based budgeting is strongly preferred.

**Job Postings SEPTEMBER 2009, continued**

Prior or current service in a public sector setting of similar complexity is ideal.

At least 10 years of progressively responsible experience in local government finance, including at least five years of management is necessary to succeed in this role. A Bachelor's degree is required.

Salary range goes up to \$174,108 and placement will be DOQE. Attractive benefits package includes 2.5% @ 55 CalPERS. This recruitment will close on Monday, September 28, 2009. Visit [www.tbcrecruiting.com](http://www.tbcrecruiting.com) for detailed brochure and to apply online.

Teri Black-Brann • 310.377.2612  
Carolyn Seeley • 714.974.2284  
TERI BLACK & COMPANY, LLC  
[www.tbcrecruiting.com](http://www.tbcrecruiting.com)

**City of Camarillo, Finance Assistant/Accountant**  
**\$52,875.93 – \$71,321.64/\$58,407.93 - \$78,783.46**  
**Annually**

Definition: Performs a variety of professional, analytical, and/or other administrative duties in providing responsible staff support in the area of preparing, maintaining, analyzing, verifying, and reconciling financial transactions, statements, records and reports, and in the area of preparation and development of City budgets; conducts research and analysis in a variety of areas including financial planning, financial operations, and operations of different work processes; provides grant financial management and reporting to various department staff; monitors grant activity for compliance; collects, analyzes, and compiles financial data for submission of reimbursement claims to federal, state, and local agencies.

Education/Qualifications: A Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or related field. Two years of increasingly responsible para-professional level municipal accounting experience. Some experience developing and monitoring budgets in a public agency is desirable.

Knowledge/Skills: Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS). Principles and practices of automated financial systems, and municipal budget preparation. Revenues and expenditures of the City for cash flow projections. Debt financing and accounting. Financial analysis and modeling methods and tools. Principles and procedures of record keeping, business letter writing and report preparation. Office

procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Accountant  
Salary: \$58,407.93 - \$78,783.46/annually

Definition: Performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling financial transactions, statements, records, and reports; performs duties in the areas of general ledger accounting, cash management and investment accounting, budgeting, bond debt service and trust accounting, and capital asset, cost accounting, and construction in process accounting; assists in the preparation of the State Controllers report as well as the City's Comprehensive Annual Financial Statement; and provides responsible staff assistance to assigned management staff.

Education/Qualifications: A Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or related field. Two years of increasingly responsible professional accounting experience. Some experience in a public agency setting is desirable.

Knowledge/Skills: Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS). Principles and practices of automated financial systems, municipal budget preparation and control. Revenues and expenditures of the City for cash flow projections. Debt financing and accounting. Public fund investing principles and practices. Principles and procedures of record keeping, business letter writing and report preparation. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

To be considered for this position, please submit City application and supplemental questionnaire to:

Human Resources Dept.  
City of Camarillo  
601 Carmen Drive  
Camarillo, CA 93010  
(805) 383-5618

City application and supplemental questionnaire must be received by:



**Job Postings SEPTEMBER 2009, continued**

5 p.m., Friday, September 18, 2009

No Facsimiles or Postmarks Accepted. To have an application mailed, please call (805) 383-5618 (leave message). An application can also be downloaded at [www.ci.camarillo.ca.us](http://www.ci.camarillo.ca.us)

**City of Pasadena, Budget Administrator ( C )  
\$105,401 to \$131,752 Annually**

Under general direction, develops, coordinates and directs the City's budget operations; assesses, evaluates, develops, implements and monitors budget policies, systems and procedures; provides high level and complex technical staff assistance to City management; performs related work as assigned.

**San Ramon Valley Fire Protection District,  
ACCOUNTING/PAYROLL TECHNICIAN  
\$60,024 - \$72,972 Annually**

The San Ramon Valley Fire Protection District is recruiting for an Accounting Technician position. This is an outstanding opportunity for a dynamic, experienced, self-starter to become a valued member of a progressive, well-established fire district.

Applications are welcome from experienced accounting professionals with strong payroll processing and general accounting backgrounds whose primary responsibility will be to process payroll, including data input into ADP payroll system, processing checks, taxes, calculating FLSA pay, retirement and other deductions, verifying and balancing payroll, and coordinating the preparation of 1099 forms. This position will also assist with accounts payable and other department accounting functions as required.

Position requires a minimum of 3 years progressively responsible accounting experience, preferably with a municipal agency. Strong knowledge of ADP payroll systems, Excel, FLSA regulations, pension plans preferred. Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate supplemented by college coursework in accounting, finance, business administration, or related field. An Associate of Arts degree in accounting, finance, or business administration is preferred. Certified Payroll Professional (CPP) preferred.

Salary: \$60,024 - \$72,972 annually.

APPLY BY: September 25, 2009, by 5:00 p.m. A District application form is required. For application and complete job announcement/requirements visit [www.firedepartment.org](http://www.firedepartment.org).

The San Ramon Valley Fire Protection District provides an excellent benefits and retirement package and is an Equal Opportunity Employer.

**San Mateo County Health System,  
Reimbursement and Finance Manager**

**\$97,614 - \$122,012 Annually**

REIMBURSEMENT AND FINANCE MANAGER  
\$97,614 - \$122,012 Annually

The San Mateo County Health System's Behavioral Health and Recovery Services Division has an excellent opportunity for a Reimbursement and Finance Manager to join our executive management team. The successful candidate will be responsible for the fiscal strategic planning and administration of the Division and the supervision of staff engaged in operational support tasks and financial programs. This includes revenue and reimbursements, budget development and monitoring, payment of claims, program eligibility, purchasing, cost reporting and related performance measurement.

The ideal candidate will have experience in a County behavioral health services organization, hospital or private healthcare organization; experience performing a wide variety of administrative, financial, managerial and automation duties in a large, complex public agency; knowledge of government/public behavioral health system finance, including financial managed care, financial risk management, budgeting, reimbursement and other financial projection methodologies; and a thorough understanding of Federal, State and local laws and regulations applicable to healthcare organizations.

Final Filing Date: September 24, 2009

To learn more about the position and to apply online, please visit our website at [www.co.sanmateo.ca.us/hr/jobs](http://www.co.sanmateo.ca.us/hr/jobs) or call the Human Resources Department at 650-363-4343. Applications are only accepted online. EOE.

**City of Oakland, Revenue and Tax Manager  
\$10,205 - \$12,529/monthly**

Living in the Bay Area can enrich your life. Now it can do the same for your career. As one of Northern California's most powerful economic forces, the City of Oakland offers an impressive array of career opportunities for visionary people who thrive on open communication and dedicated service. If you'd like to share your talents with our city, Oakland welcomes you.

REVENUE AND TAX MANAGER  
\$10,205 - \$12,529/month, 37.5 hour work week  
Closes: 5pm, Friday, 9/25/09

**Job Postings SEPTEMBER 2009, continued**

Reporting directly to the Director of the Finance and Management Agency, you will manage significant and critical revenue streams from public sources such as fees, taxes and licenses. Public sector experience is desired as this job is responsible for developing and implementing compliance strategies for vital revenue streams, such as the City's business and parking taxes. Excellent communication, interpersonal and political sensitivity skills are also necessary for significant interface with City staff and management, City Council representatives and community leaders and activists.

Minimum requirements include a Bachelor's degree in Accounting, Finance, Public or Business Administration, Economics or a related field and 3 years of responsible supervisory experience in the management of accounting operations, preferably in a large, sophisticated, diverse, urban municipal, corporate, military and/or non-profit organization. A Master's degree and municipal accounting experience are desired.

To apply, submit a City of Oakland employment application, resume and cover letter to: V. Bellamy, Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019. See job announcement for specific cover letter instructions. City of Oakland application materials may be obtained in person or by sending a self-addressed stamped envelope and request to the Office of Personnel, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019. You may also call (510) 238-3111 for information or access a copy of the City's announcement and employment application at [www.oaklandnet.com](http://www.oaklandnet.com). Click on "City Jobs" to view current openings. ADA/EOE

### **Golden Gate, Highway & Transport. Dist., Capital & Grant Programs Analyst**

**\$74,334 to \$89,856 Annually + Excellent Benefits**

#### **THE POSITION:**

The Golden Gate Bridge, Highway & Transportation District is seeking an energetic and experienced Capital & Grant Programs Analyst. Under the general direction of the Director of Capital and Grant Programs, the Capital and Grant Programs Analyst will perform a variety of financial, analytical and administrative functions to support development, implementation, and management of the District's capital and grant programs. Additional department work activities include: long-range capital program and; annual capital budget development, monitoring, analysis, and reporting; grant program development, implementation, accounting and administration; and, related legislative monitoring, analysis and reporting. This position collaborates with District staff and outside agencies in order to meet program goals and objectives.

#### **REQUIREMENTS:**

#### **TRAINING:**

Completion of a four-year degree in Public Administration, Business Administration, Planning, Finance, Accounting or related field. (Additional qualifying experience on a year per year basis may be substituted in lieu of degree.)

#### **EXPERIENCE:**

Requires a minimum of three (3) years position related professional experience in capital or transportation planning or grant preparation, management and administration work. A Master's degree may be substituted for one year of the above experience. San Francisco Bay Area grant management and monitoring experience is desirable.

#### **OTHER REQUIREMENTS AND LICENSE(S):**

Must possess and maintain a valid California Driver's License and satisfactory driving record.  
(Drives a District vehicle on a regular basis.)

#### **SELECTION PROCEDURE:**

Candidates must submit a completed Golden Gate Bridge, Highway & Transportation District application form which should clearly and completely describe the nature of their experience and qualifications for this position. A resume, cover letter, and supplemental questionnaire must also be submitted at time of application.

Applications will be screened by the assigned Human Resources Analyst and candidates that are considered most qualified will be invited to participate in the oral examination process. Those achieving passing scores in the oral panel interview will result in ranking on an eligibility list to be submitted to the department for hiring consideration.

#### **APPLICATIONS:**

To obtain a Golden Gate Bridge, Highway & Transportation District application, and a complete position description and instructions on how to apply:

- 1.) Please visit: [www.goldengate.org](http://www.goldengate.org)
- 2.) Completed application materials should be emailed to: [jobs@goldengate.org](mailto:jobs@goldengate.org)
- 3.) Or visit the Human Resources Department located at 1011 Andersen Drive San Rafael, CA 94901 or call the Application Request Line at (415) 257-4526. Office hours are: Monday through Friday, 8:30 a.m. to 4:30 p.m.

**Job Postings SEPTEMBER 2009, continued****City of Santa Maria, Director of Administrative Services****\$10,837 to \$13,173/Monthly****The Ideal Candidate**

The ideal candidate will possess an extensive knowledge in general, fund and governmental accounting, with the proven ability to lead a staff of 25 employees in a full range of function areas, and provide administrative support to the City Council and all City departments, with a focus of overall customer service as a top priority.

**The Position**

Under direction of the City Manager, the Director is responsible for a comprehensive program of administrative and financial activities, including accounting, treasury, investments, computer and communication systems, financial reporting, purchasing, budget preparation, utility billing, property management, and City-wide grants, including Community Development Block Grant Program

**Example of Duties**

Under direction of the City Manager, plans, organizes, and directs the activities of the Department of Administrative Services; is responsible for the following functions: accounting, treasury, business license, purchasing, utility billing, payroll, audits, information technology, redevelopment agency financial accountability, and the special projects division. The Director of Administrative Services also acts as principal advisor to the City Manager, City Council, and City departments for overall City fiscal policy and for Administrative Services Department operational areas.

Prepares periodic reports showing the current status of City fiscal operations, including quarterly/annual financial reports and the coordination of annual audits; provides support for the preparation of the City's operating budget and capital expenditure program; establishes and maintains contact with outside financial institutions, consultants, and advisors and keeps abreast of practices which impact City operations.

As the Investment Officer of the City of Santa Maria, maintains accountability for the prudent investment of idle funds maintained by the City; serves on the Investment Oversight Committee and performs all other powers and duties of the City Treasurer as set forth in the California Codes, not otherwise mentioned in the Municipal Code of the City of Santa Maria; and oversees the annual audit, coordinates the outside independent auditor functions, and directs the City's internal audit program.

Confers with other department heads to determine immediate and long-range financial accountability needs of departments and the City; advises on and negotiates contracts,

agreements, and cooperative arrangements with other governmental agencies, financial institutions, and outside private contractors; manages the real property inventory and may assist with labor negotiations; coordinates and directs statistical and financial record keeping; establishes and revises accounting policies and procedures; provides advice on fiscal policies, operations, or procedures affecting City operations; supervises the day-to-day operations and all subordinate personnel of the Department of Administrative Services; and performs other duties as assigned.

**To Apply**

All applicants are required to apply online through the City's web site located at [www.ci.santa-maria.ca.us](http://www.ci.santa-maria.ca.us). The completed electronic application packet will include the online application and supplemental questions, a resume and cover letter is required to be attached electronically to your application. Hard copy application packets will not be accepted in lieu of applying through the online process.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

The most qualified candidates will be selected to appear before a panel for an oral interview. A tentative oral interview date has been scheduled for Friday, November 20, 2009. The oral board will recommend a limited number of candidates to the eligibility list from which the new Director of Administrative Services may be selected.

The City of Santa Maria is an Equal Opportunity Employer

**South Tahoe PUD, Customer Service Manager**  
**\$6466 - \$8253 Monthly DOQ**

CS Mgr position encompasses all aspects of Cust Svc Dept including billing, collection, permitting, plan review, water conservation, inspections department, administering ordinances, budget, and risk mgmt of liability claims. Salary /mo; 6466 - 8253/mo DOQ. Apply online at [www.stpud.us](http://www.stpud.us), email [hrc@stpud.us](mailto:hrc@stpud.us); or call 530-543-6220. Completed applications must be received by 12:00 noon 9/21/09.

**City of Glendale, Internal Audit Associate****\$4,177 - \$5,462 (Includes 8% PERS)**

Under the direction of the City Auditor, this entry-level classification performs a wide range of duties involved in the independent examination and evaluation of the adequacy and effectiveness of Glendale's system of internal control and quality of performance in carrying out assigned responsibilities.

Requires:

- (a) Two years of progressively responsible, professional level experience conducting internal audits;
- (b) Bachelor's Degree in accounting, information systems, business or a related field; and
- (3) Valid California Class C Driver's License.

For required City application, supplemental application, and complete job description, please visit [www.ci.glendale.ca.us](http://www.ci.glendale.ca.us) or call (818) 548-2110. APPLY ASAP. Recruitment may close at any time.

**City of Aliso Viejo, Accountant****\$4,648 - \$5,915 + pay-for-performance**

Under general supervision, performs professional accounting duties in the analysis, preparation, and maintenance of financial records for various City accounts and funds; reviews accounting documents to ensure accurate information and calculations; prepares and maintains control and subsidiary accounting records involving a variety of transactions; prepares original and adjusting journal entries; analyzes and prepares reports on revenue estimates, expenditures and fund conditions; maintains and reviews fixed asset and other special fund records and accounts; assists in the research, analysis and development of the annual budget; maintains special schedules and records for projects/purposes funded by various sources; prepares reports for distribution to departments; troubleshoots information technology issues; assists with training staff in the use of accounting software programs; may provide technical guidance to lower level accounting personnel in accounts receivable and payable functions.

Graduation from a four-year college with a degree in accounting, finance, or a closely related field and three years of professional accounting experience is required.

**City of Fountain Valley, Finance Director****\$133,536 - \$162,300 annually**

THE CITY

Known as a "Nice place to live," the City of Fountain Valley was incorporated in 1957 as the 21st city in Orange County. Fountain Valley had many artesian wells making it an ideal

farming community. From these roots, Fountain Valley has grown to a population of 57,353 residents and is ranked as one of the top 100 small cities in America with a careful blend of residential, commercial and industrial development.

Fountain Valley boasts 21 neighborhood parks within its 9.7 square miles including Mile Square Regional Park which includes three regulation golf courses, two regulation soccer fields, baseball and softball fields, an archery range, two fishing lakes, bicycle and paddle boats, picnic, and wilderness areas located on 640 acres. The City also operates a 78-acre Recreation Center and Sports Park with an indoor gymnasium, racquetball courts, community rooms, 15 baseball fields, walking trails and playground, as well as, a Senior Center. Fountain Valley hosts a variety of community events throughout the year including a Summerfest, car show, concerts and movies in the park, and annual holiday/tree lighting program.

## CITY GOVERNMENT

Fountain Valley is a General Law City with a Council-Manager form of government. Five City Council Members are elected at large for four-year terms with the Mayor elected annually by the City Council. Fountain Valley is a full-service City employing 247 full-time employees providing the full range of public services including Police, Fire and Building, Public Works, Planning, Finance, Administration, Personnel, City Clerk and Community Services. The City operates City Hall, Police station, two Fire stations, City Yard, Recreation Center and the Senior Center. The City has a general fund annual budget of \$37 million and a total fund budget of \$85 million.

## THE DEPARTMENT

The Finance Department is responsible for providing the City with the fiscal oversight and controls necessary to ensure sound financial management, budgeting, accounting, revenue collection and protection of City-wide assets. The Department's staff of 12 provides accounting, accounts payable processing approximately 6,500 payments annually, payroll processing approximately 7,200 electronic payments, billing for water and refuse collection, budgeting and auditing, business license and purchasing functions for the City.

The Department is responsible for coordinating and working with the other Departments and Divisions to prepare the City's \$37 million dollar budget and other financial records and reports and to provide technical financial support.



## THE POSITION

The Finance Director serves as Treasurer for the City, the Fountain Valley Agency for Community Development and the Fountain Valley Financing Authority. The Finance Director is one of the City's five Administrative Officers and serves at the pleasure of the City Manager. The Finance Department is comprised of 12 full-time staff members. The Finance Director is charged with the development and implementation of goals, objectives, policies, priorities and allocation of resources for the Finance Department.

Responsibilities also include administration of the City treasury; serving as the financial advisor to the City Manager and City Council; Plan Administrator for the City's deferred compensation plan; managing the City's investment portfolio; issuance of bonds as needed; inventory management; evaluating alternative financing methods for all major acquisitions; oversee all financial transactions; select, train, motivate and evaluate personnel.

## IDEAL CANDIDATE

**Experience:** Seven years of increasingly responsible government finance experience is required. Previous experience developing and administering a City-wide budget is highly desirable.

**Education:** Bachelor's degree from an accredited four-year college or university with major coursework in finance, accounting, business, public administration or a related field is required. A master's degree in a related field is highly desirable.

**Qualifications:** The ideal Finance Director has exceptional financial acumen, is a self-starter, a principled and talented leader with a strong government finance background in all areas including accounting, budgeting, payroll, auditing and revenue forecasting. He/she has extensive experience preparing and administering large and complex budgets, preparing financial reports, and maintaining the City's general ledger. In addition, the ideal candidate will have a sound understanding of municipal taxation and revenue sources, applicable federal, state and local laws including the Government Accounting Standards Board requirements and California Public Agency and Redevelopment Agency financial practices.

The ideal candidate is a creative problem solver, approachable and encourages open communication with a proven track record of delivering results, building accountability and creating a positive work environment. The candidate will provide a high level of customer service to both internal and external customers and work cooperatively with the other Departments and Divisions on finance issues. Most of all, in this economic climate, the ideal candidate must possess a sense of humor.

## COMPENSATION AND BENEFITS

**Compensation:** \$133,536 to \$162,300 annually.

**Retirement:** Enrollment in the California Public Employees' Retirement System (CalPERS), 2.5% at 55 and single highest year. The employee pays a 3.644% pre-tax contribution.

**Medical and Dental Insurance:** The City contributes \$2,021.29 per month towards the purchase of medical and dental premiums, of which the unused remainder is paid to the employee.

**Life Insurance:** The City pays for a \$50,000 term life insurance policy.

**Long-Term Disability:** The City pays the premium for a long-term disability policy with benefits equal to 66 2/3% of the first \$5,000 of the employee's monthly salary.

**Vacation:** Two weeks accrue during the first year of service, increasing to three weeks for two-to-five years of service and then increasing incrementally up to five weeks after fifteen years of service.

**Sick Leave:** Accrues at the rate of eight hours per month.

**Administrative Leave:** One day per month up to a maximum of 96 hours annually.

**Holidays:** Eleven, eight-hour paid holidays annually including one floating holiday.

**Annual Physical:** An annual physical or reimbursement up to a specified amount for an annual physical.

**Work Schedule:** 9/80 work schedule with every other Friday off. City Hall office hours are from 7:00 a.m. to 5:00 p.m. Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on the alternate Friday that City Hall is open.

## THE PROCESS

Apply for this position on the City's website at [www.fountainvalley.org](http://www.fountainvalley.org). This recruitment may close at any time without advance notice; therefore, prompt application is encouraged. Applicants are requested to provide thorough, yet concise, information about his/her related work experience to ensure correct evaluation of qualifications. Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to this position will be invited to participate in the selection process. Any or all of the following testing procedures may be used: written test, practical skills examination, oral interview, the results of which will be used to establish an employment list valid for up to one year, unless exhausted sooner. Appointment is subject to any or all of the following: extensive background investigation, fingerprinting, records check, comprehensive physical examination (including drug screen), EKG stress testing, psychological evaluation and polygraph examination.