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OCTOBER 2009



## President's Message

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

## Much To Ballyhoo About

I thought I would depart this month from my normal diatribe on the dysfunctional state government and matters of the mundane and instead, write about us; that is, CSMFO. What prompts me to do this is I have now visited each of our sister organizations in Washington, Alaska and Oregon, and we, my friends, have much to ballyhoo about.

Each one of these organizations is excellent in their own right. Very much distinct from one another and very much committed, just as we are, to serving their members' interests. However, they each do it in a different way.

The Alaskan Government Finance Officers Association (AGFOA) meets twice a year; once in the spring, and then in the fall. The group is quite small. In fact, it's smaller than many of our chapters

— around 30-40 people. There was a feeling of warmth, simplicity and character.

The Alaskan conference focused on group updates, as there were no breakout sessions. For most of the attendees, my sense was that due to logistics, this

was their only training for the year. Most of the folks there were generalists with total financial responsibility for their organizations. They seemed to be either city finance directors or county officials, which they call boroughs. The Alaskans went out of their way to make me feel welcomed. These folks have a lot of responsibilities, were eager to learn their trade and were very self-reliant. It was just what I thought Alaska would be!

As I was leaving Alaska, it occurred to me how fortunate we have it in California, with our Webcasts, teleconference

calls, chapter events, and e-mail blasts. We are *super connected* to one another.

In Oregon, the focus was on camaraderie. Their 250+ conference attendees are eager to interact, share and

network. Their group is much more vertically integrated than ours. What I mean is that they have members from all levels of government in attendance, be it city, district, county, or state. From the conversations I had, Oregon can be a tough place to do business.



## President's Message, continued



The *proposition process* has severely restricted government, and the finance officers seemed resigned to the fact that this is the way things are.

Oregonians cherish their conference. It seemed like the one event where they get to *let their hair down*. They put a lot of effort into planning the social aspects of their events. Their conference locations are generally resort areas and *I'd be lying to you if I didn't say they were nice!*

Oregon Municipal Finance Officers Association (OMFOA) had three to four different tracks, as compared to our five or six. Their tracks were focused



on accounting & budgeting, financing, and professional development. For some reason, the latter track is where most people seemed to gravitate. There was no keynote speaker of significance, but what they lacked in program content they more than made up for in evening entertainment... it was fantastic!

During my visit to Oregon they had a Ho-Down, complete with mechanical bull rides, square dancing, lassoing and hayrides. Since the resorts tend to be insular, everyone attends these evening galas and the Oregonians reveled in one another's company.

I thought about our conference and the depth of our training – the fact that we can offer so many tracks on so many different topics.

I further pondered how lucky we are to have regional training throughout the year; how solid our weekend training programs are for new professionals. At one point, I recall saying to myself, "Don't mention too much, as I might appear too boastful!"

Washington was altogether a different story. Washington has a robust membership which is close in numbers to our own. The big difference is that they too, like Oregon, have many special district, county and state members. Similar to our conference, the attendees came from a variety of disciplines and positions. In fact, I sat next to the state treasurer, James McIntire, for much of the afternoon. He was a very friendly guy; genuinely interested in what was going on.

Washington, like us, is going through tough times. They have the *initiative process* in the state and, since 2001, have been dealing with a series of anti-tax measures similar to our own Prop 13. In fact, I think it's worse in Washington. Apparently, they can qualify their measures easily (a few hundred thousand signatures will do it), and one individual there has made a full-time business out of doing this (sound familiar to our own Howard Jarvis Taxpayers Group?). They are now facing an initiative that caps revenue, somewhat like our own Gann Limit, but it's much more insidious, as it includes all revenues, and will require tax refunds if growth exceeds CPI and development. *The auditorium was filled with dread*

## CSMFO Chapter Chairs

**Central Coast**

Jennifer Sorenson, City of Paso Robles  
805-237-3999, jsorenson@prcity.com

**Central Los Angeles**

Maurina Lee, City of Downey  
562-904-7262, mlee@downeyca.org

**Central Valley**

Teri Albrecht, City of Merced  
209-385-4753, albrecht@cityofmerced.org

**Channel Counties**

Catherine Haywood, City of Thousand Oaks  
805-449-2232, chaywood@toaks.org

**Coachella Valley**

Amy Ammons, Coachella Valley Water District  
760-398-2651, aammons@cvwd.org

**Desert Mountain**

Cindy Prothro, City of Lancaster  
661-723-6038, cprothro@cityoflanaster.org

**East Bay**

Debra Auker, City of Hayward  
510-583-4010, debra.auker@hayward-ca.gov

**Imperial County**

Rosa Ramirez, Co-Chair, City of Holtville  
760-356-2913, rramirez@holtville.ca.gov

**Inland Empire**

Carrie Corder, Cucamonga Valley Water District  
909-987-2591, carriec@cvwdwater.com

**Monterey Bay**

Marc Pimentel, City of Watsonville  
831-646-3947, pimentel@ci.watsonville.ca.us

**North Coast**

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**Northwest Counties**

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**Orange County**

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**Peninsula**

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415-508-2151, schillinger@ci.brisbane.ca.us

**Sacramento Valley**

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**San Diego County**

Dennis Coleman, City of Solana Beach  
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**San Gabriel Valley**

Josh Betta, City of Glendora  
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**South Bay**

Agnes Walker,  
South Bay Regional Public Communications Authority  
310-973-1802, awalker@rcc911.org

**South San Joaquin**

Ronney Wong, City of Fowler  
559-834-3113, rwong@ci.fowler.ca.us

**President's Message, continued**

*each time this topic was raised... Washingtonians were clearly concerned about their futures.*

Washington had a floating track system. The breakout session topics were similar to our own, but each morning or afternoon the track changed. As a consequence, they had virtually unlimited variety in their programming. The sessions were well thought out with a practical "nuts and bolts" focus. The speakers were all practitioners, and excellent. Their programming was first rate.

*I felt a real bond with my fellow Washingtonians. They put on a superior conference and I was impressed. Okay, there was one thing...their CPE process wasn't as slick as ours!*

In summary, CSMFO can be proud of what we are doing. Our breadth and depth of training is unmatched on the West Coast. While each of our sister organizations is excellent in their own right, we stand out. Do I think we have reached perfection? No way. Alaska, Oregon and Washington all offered something unique and special and I hope we can bring some of that magic into our kingdom. Nonetheless, we do have much to ballyhoo about. ■

**Our breadth and depth of training is unmatched on the West Coast. While each of our sister organizations is excellent in their own right, we stand out.**

## 2010 Board of Directors Nominations Now Open!

The Nominating Committee is now accepting nominations for the 2010 Board of Directors.

### The positions open for 2010 include:

#### President-Elect (Northern California)

##### Director – Northern

##### Director – Southern

Any municipal members in good standing may be nominated for any of the positions above, however being nominated does not secure a place on the ballot. The committee will strive to nominate a minimum of two candidates per open seat.

If you or someone you know is interested in being on the CSMFO Board of Directors for 2010, please contact one of the Nominating Committee members. The cut-off date for candidate nominations is **Sunday, October 25.** ■

### The Nominating Committee members are as follows:

President-Elect  
Ronnie Campbell, Chair, City of Camarillo

President  
Thomas Fil, City of Belmont

Past President  
Viki Copeland, City of Hermosa Beach

Board Member  
Harriet Commons, City of Fremont

Committee Chair  
Josh Betta, City of Glendora

Chapter Chair  
Agnes Walker, South Bay Regional Public Communications Authority

Chapter Chair  
Debra Auker, City of Hayward

Member at Large  
Brenda Charles, City of San Jose

Member at Large  
Brad Grant, City of Merced

\* Contact one of the Nominating Committee members with any questions and to obtain the Nominations form.



## Executive Director's Message

— Melissa Dixon

Can you believe we're already in the last quarter of 2009? This year has gone by so fast! Soon we'll see jack-o-lanterns and monsters, turkeys and pilgrims, shiny red and green garland and twinkling lights, and finally fireworks and champagne as we ring in 2010. But you know what else we'll see soon, as we gear up for the New Year? Membership renewals and 2010 Board of Directors election ballots. Aren't you excited? I know I am.

Membership renewals for 2010 will be sent once again via e-mail in about a month. Before October is over, please verify we have your correct e-mail address, so we know you'll receive the notice. All membership renewals are due by January 1, 2010 in order to ensure your contact information will appear in the 2010-11 CSMFO Membership Directory. Please contact the office if you'd like a hard copy mailed to you instead of receiving an electronic notice, and we'll be happy to oblige. For more information, please see page 6 of this MiniNews.

The CSMFO Nominating Committee has been appointed for this year, and is currently working on developing the slate for the 2010 Board of Directors elections. If you or someone you know is interested in serving the association in this type of leadership capacity, please contact the Nominating Committee. Details on the nominating process can be found on page 3.

By the time you read this, the 2009 Board Retreat will have taken place, where the CSMFO leadership gathers to brainstorm and set goals toward the future of the organization. More next month on the outcome of this planning session!

A precursor to the planning session each year, the Administration Committee surveys the CSMFO Board and committees as to how well they think the CSMFO consultants are doing. As we move in to being with CSMFO for a full year, I'd like to extend that question out to the membership.

How are we doing? More importantly, is there something you need or would like to see from us that we're not doing? It's important for you to feel that your membership in CSMFO not only holds value, but is a necessary part of being a California finance officer. If there's something we can do to help make that happen, please e-mail me with your ideas at [melissa.dixon@staff.csmfo.org](mailto:melissa.dixon@staff.csmfo.org).

Happy Fall! ■

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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.*



## Another Reason to Attend the CSMFO Annual Conference: It's an Election Year!

**By Sandra Schmidt, 2010 Host Committee Member**

**Wednesday, February 17 through Friday, February 19, 2010  
The Millennium Biltmore Hotel, Los Angeles, California**

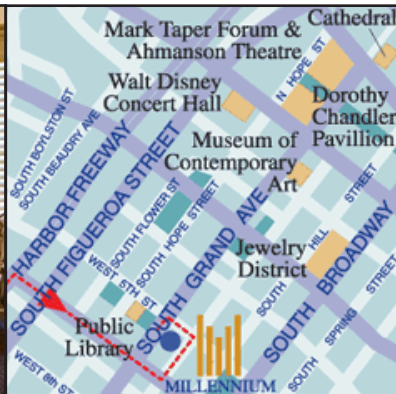
The Host Committee continues efforts to provide timely and critical information to the attendees at the Annual Conference in Los Angeles in February. With so much change and uncertainty, the choices for valuable sessions is much more varied than in some past years (remember when we were all focused on GASB 35, to the exclusion of almost everything else?). The Program Committee is made up of seasoned CSMFO members with much conference programming experience who are keenly aware of what is important to our members, and they will be announcing the session options as they are determined.

If you need any more reason to attend the conference in February (besides the excellent programs, the opportunities for networking, the CPE credit, and the terrific location), please be reminded that we will be well into the election year for state officers and legislatures, and this election will have extraordinary impacts on the financial futures of our agencies.



A quick check on the Secretary of State's Web site shows that the ballot measures for the June primary election must qualify by January 25, while candidates will still have time to file for candidacy. Assuredly, our speakers from California will have an opinion on what the ballot measures and front-runners for the constitutional offices will mean for the State Budget for FY 2010-11 (as the current contingent makes its last stand), as well as the philosophical changes likely to impact the State Budget for FY 2011-12 (when the new governor will have his/her first opportunity to effect public policy through fiscal action). This information is very important for those of us who will be preparing our own budgets amid statewide uncertainty.

Be sure to watch the CSMFO Web site for more information about the annual conference as it becomes available. ■



## Renewing Your CSMFO Membership for 2010

With 2009 quickly wrapping up, we will soon be launching the 2010 membership renewal process. We've been busy planning a year packed with valuable member activities that you won't want to miss!

With a click of your mouse you can easily renew online and check the CSMFO Web site for upcoming events. Watch for your renewal notice in your email the week of November 2! If you prefer a hard copy, please request a mailed renewal notice from Elizabeth Cardwell, [elizabeth.cardwell@staff.csmfo.org](mailto:elizabeth.cardwell@staff.csmfo.org) or 877.282.9183.

Please use the Login on the CSMFO Web site to make sure your contact information is up to date so that you won't have any problem receiving our renewal notices.

We also have a very useful new feature for renewing your membership this year. A link has been added to the Dues

Notice E-mails allowing a non-member to pay a member's dues. This allows a member's accounts payable department to pay the member's dues without having the member's login information. Using this link, members can forward this e-mail to the appropriate contact who handles paying the membership dues.

Timely renewal assures that the many benefits associated with CSMFO membership continue uninterrupted, which is particularly helpful as you register for the 2010 CSMFO Annual Conference in Los Angeles. The discounted registration price for members offsets most of the annual cost of membership!

Your participation in CSMFO helps to make this organization the finest of its kind – anywhere! ■



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[www.fcsgroup.com](http://www.fcsgroup.com)

## 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 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

## CSMFO Budget Awards Update

**By Pamela Arends-King, Chair, Budgeting & Management Reporting Committee**

The Budgeting and Management Reporting Committee thanks the cities and districts that have already sent their budgets and/or documents for participation in the FY 2009-10 Budget Awards Program. The final deadline to submit your document for this year's Budget Awards Program is **October 16, 2009**. Documents received after the October 16 deadline will not be accepted. (Postmark dates do not qualify as received dates.)

The documents will be reviewed through November and notification of the results of the reviews will be sent before December 31, 2009. The award certificates can be picked up February 17-19, 2010 at the CSMFO Annual Conference. Certificates not picked up at the conference will be mailed to the district or city.

On behalf of the committee, I also want to thank the budget reviewers. Your participation and input help make this program successful. ■



## League of California Cities 2009 Municipal Finance Institute

**Wednesday, December 2 - Friday, December 4**  
**Monterey Conference Center**

Register online at [www.cacities.org/events](http://www.cacities.org/events)


Registration and Housing Deadline: Tuesday, November 10, 2009

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and  
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Wednesday, December 2 - Friday, December 4  
Monterey Conference Center

**Register online at [www.cacities.org/events](http://www.cacities.org/events)**  
**Registration and Housing Deadline:**  
 Tuesday, November 10, 2009

Click to view the full program!



# Registration is now open for the 2009 CSMFO Annual Weekend Training Seminar

The Annual Weekend Training Seminar is a 2 1/2 day skills-based workshop scheduled for **November 13-15, 2009** (Friday through Sunday), at the Doubletree Hotel San Diego – Mission Valley.

The seminar has always been an excellent value and that distinction is heightened during these tough economic times.

Class size is limited to 40 participants and fills up quickly each year, so hurry and register! **The Registration deadline is Friday, October 9.**

Please visit [www.csmfo.org](http://www.csmfo.org) to register online.

If you have any questions or would like more detail regarding the workshop, please contact Mark Uribe at [muribe@ci.camarillo.ca.us](mailto:muribe@ci.camarillo.ca.us) or 805.388.5358.

If you have any questions regarding registration, please contact Elizabeth Cardwell, CSMFO (Smith Moore & Associates) at 877.282.9183. ■



Note to CPAs – we are experimenting with a special opportunity for you to earn Continuing Professional Education credit for this Webinar. You must note your request during registration to qualify.

**2 p.m. - 3 p.m. PT, Wednesday, September 30, 2009**

Cal-ICMA and CSMFO Coaching Programs have cosponsored this Webinar for all employees.

Advance registration required for this no-charge Webinar:

<https://www1.gotomeeting.com/register/295527560>

## Panel Topics

1. What are the talent challenges that local governments face?
2. What approaches have proven effective in building talent?
3. How do these efforts engage employees to advance in their careers?
4. What resources are available to help agencies address these issues?

## Panelists

- Joni Pattillo, City manager, Dublin
- Donna Pontau, Legacy Livermore Program Manager, Livermore
- Ken Striplin, Asst. City Manager, Santa Clarita
- Don Maruska, Director, Cal-ICMA and CSMFO

**Building Awesome Talent – Webinar, continued****Post-Webinar Group Discussions**

Many agencies are organizing groups to listen to the calls (live or recorded) and discuss the topics among themselves after the calls. Some are summarizing their discussions and distributing them to managers throughout their organizations. Use the Cal-ICMA and CSMFO Coaching Programs as effective ways to enhance professional development in your agency. Here are some discussion starters for this session.

1. What particular talent challenges does our agency face?
2. What's working for us already?
3. Which tools or techniques would we like to pursue to enhance our success?
4. How can we engage our employees to move forward successfully?

**Panel Call Etiquette**

- Please put your phone on mute, except when you are asking a question or making a statement.
- Do not put the call on hold, especially if you have music or a message that plays and will disrupt other callers.
- Kindly disable call waiting or other phone features that will interrupt your participation in (and others listening to) the call.

There is no charge to participate in the Webinar, but callers will bear the costs charged by their carriers to reach the conference number.

Alternatively, you can listen via live audio on the Web [powered by Granicus] at the “Live Audio and Archives” tab of [www.cal-icma.org/coaching](http://www.cal-icma.org/coaching) or [www.csmfo.org/coaching](http://www.csmfo.org/coaching).

MORE RESOURCES – See the “Coaching Corner” at [www.cal-icma.org/coaching](http://www.cal-icma.org/coaching) or [www.csmfo.org/coaching](http://www.csmfo.org/coaching) for valuable resources to boost your career.

Enjoy the resources and support to thrive in local government.

Don Maruska, Master Certified Coach  
Director, Cal-ICMA and CSMFO Coaching Programs See “Coaching Corner” at [www.cal-icma.org/coaching](http://www.cal-icma.org/coaching) and

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# UC DAVIS EXTENSION

## Winter 2010 UC Davis Extension Accounting Courses

### Free Accounting Certificate Program Information Session

Fulfill the educational requirements to become a CPA. The UC Davis Extension Accounting Certificate Program provides you with working knowledge of accounting principles and financial reporting practices, and helps you build a solid foundation to enter the accounting field or further develop your financial business management skills.

- 1 meeting.
- March 3, Wednesday, 5:30 p.m. - 7 p.m.
- Sacramento: Sutter Square Galleria, 2901 K St.
- No Charge, enroll in section 0930PE100

### Principles of Managerial Accounting

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- January 5 - March 23, Tuesdays, 5:40 p.m. - 9 p.m.
- Sacramento: Sutter Square Galleria, 2901 K Street
- \$695 (\$745 if postmarked after 12/22/2009), enroll in section 093ACC102
- Special discounts: Groups

### Intermediate Accounting

Gain a thorough understanding of the theory behind best practices in accounting and learn to incorporate those theories into practical usage.

- 12 meetings
- January 6 - March 24, Wednesdays, 5:40 p.m. - 9 p.m.
- Sacramento: Sutter Square Galleria, 2901 K Street
- \$695 (\$745 if postmarked after 12/23/2009), enroll in section 093ACC104
- Special discounts: Groups

### Accounting for Governmental and Nonprofit Organizations

Gain an understanding of the characteristics of governmental and nonprofit accounting with an emphasis on the various fund types and account groups. Explore both the theoretical and practical aspects of governmental and nonprofit accounting.

- 10 meetings
- January 21- March 25, Thursdays, 5:30 p.m. - 9:30 p.m.
- Sacramento: Sutter Square Galleria, 2901 K Street
- \$675 (\$725 if postmarked after 01/07/2010), enroll in section 093ACC109
- Special discounts: Groups

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## CSMFO Award for Outstanding Financial Reporting Program

CSMFO is now accepting submittals of CAFRs for the FY 2008-09 awards program. Cities and special districts are eligible to participate if they meet the following criteria:

1. This is the first time participating in the CSMFO award program, or
2. The agency has participated in this program in prior years but does not choose to participate in the GFOA program.

CAFRs must be completed and mailed by **December 31, 2009**, to be eligible for this program. The application and instructions for both cities and special districts are posted on the CSMFO Web site under the link for "Budget & CAFR Awards". The application fee is \$50.

First time eligible submittals that are awarded a certificate for outstanding financial reporting will be announced and presented their certificate at the CSMFO Annual Conference Awards Luncheon.

For further information or questions, cities should call Jesse Takahashi at 408-866-2113, and special districts should call Sandra Schmidt at 818-251-2133. ■

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## You May Have State Nonresident Withholding Responsibilities

If you pay nonresident independent contractors to perform services in this state, the California Franchise Tax Board (FTB) wants to make you aware that unless certain exceptions apply, you must withhold and send to FTB 7 percent of all payments that exceed \$1,500 in a calendar year (California Revenue and Taxation Code Section 18662).

### Who is a Nonresident Independent Contractor?

An independent contractor is one who is contracted to perform specific tasks and is not your employee. For your purposes, nonresident independent contractors who receive California source income may include, but are not limited to consultants, trainers, infrastructure contractors, and other non-wage payments made to nonresidents who provide services to city governments in California.

### Is Nonresident Independent Contractor Withholding a New Tax?

No. Nonresident withholding is a prepayment of tax similar to Employment Development Department's payroll tax withholding on California residents' wages. While laws governing nonresident withholding are not new (see Stats. 1951 ch. 257), FTB aims to better educate withholding agents, in this case, city governments on the forms and procedures required.

### Need Withholding Procedures, Information, or Forms from FTB?

Visit the FTB's Web site at [www.ftb.ca.gov](http://www.ftb.ca.gov) and search for withholding.

Review FTB Publication 1017, Resident and Nonresident Withholding Guidelines.

Call them at 888.792.4900 or 916.845.6262 (not toll-free).

E-mail them at [wscs.gen@ftb.ca.gov](mailto:wscs.gen@ftb.ca.gov). Type Nonresident Withholding in the subject line. This is not a secure e-mail address. Please do not send confidential information. ■

### The Following Forms Can be Downloaded

[2009 Nonresident Reduced Withholding Request](#)

[2009 Nonresident Withholding Waiver Request](#)

[2009 Quarterly Resident and Nonresident Withholding Statement](#)

[2009 Resident and Nonresident Withholding Tax Statement](#)

[2009 Withholding Exemption Certificate](#)

[Resident and Nonresident Withholding Guidelines](#)

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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.

## East Bay Chapter Meeting

The East Bay Chapter, in consort with our local CMTA Chapter, will host a meeting on **Thursday, November 5**. Donald Hester, of Maze & Associates, and a speaker yet to be determined will discuss "Payment Card Industry Policies and Procedures" as they relate to local public agencies. The location is still being firmed up, but the timing should approximate our regular timing of 10 a.m. to 1 p.m. Additional topics of interest and locations are being solicited for the planning of future meetings.

The CSMFO East Bay Chapter, again in conjunction with our local CMTA Chapter, hosted James Hamill of the California Communities Joint Powers Financing Authority who discussed the securitization process to mitigate the "borrowing" of local property taxes. A good time was had by all as we met at our favorite site, Hs. Lordships, that also offers a fabulous buffet so all participants can go back to work content.

Herbert Pike, Former Chapter Chair

Debra Auker, Chapter Chair

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## South Bay and Central Los Angeles Chapters Meeting

**Date:** Thursday, October 22, 2009

**Time:** 11:30 a.m. – 1:30 p.m.

**Subject:** Update on Sales Tax Revenues, Tax Appeals, Policies, & Delinquencies; CRA Distribution and Apportionment Section

**Speaker:** Steve Shea, Acting Board Member, State Board of Equalization, 4th District

Kristina Burns & Kelvin Aikens, Section Managers, Auditor-Controller's Office

**Place:** Marriott Hotel – Torrance  
3635 Fashion Way  
Torrance, CA 90503

310-316-3636

**Cost:** \$35 checks payable to: SBRPCA  
4440 West Broadway  
Hawthorne, CA 90250

**RSVP:** Please call Agnes Walker at 310-973-1802 ext. 105 or e-mail [awalker@rcc911.org](mailto:awalker@rcc911.org) by October 15, 2009.

*NO-SHOWS WHO RSVP WILL BE INVOICED*

## 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!**

# 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**



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## What's the Real Price of Portfolio Safety?

*Don't be penny-wise and pound foolish at a recession trough.*

**By Girard Miller CFA**

No other maxim in governmental finance is as widely repeated and yet as often ignored as "SLY": the public cash management mantra of "Safety first, then Liquidity, then Yield." Almost every California '53601' local agency investment policy includes this statement, yet some investors try to cut corners and disregard its true meaning.

Ask any treasurer or public cash manager how their portfolio has performed, and the most common response you'll get is that they earned a yield of X%. Public finance professionals can't brag much about how they avoided losses and preserved principal. They seldom talk about how they maintain sufficient liquidity to pay bills even if the financial markets melt down. That's because they want to show the income (yield) they received in order to compare it to the cost of running their office or the annual budget for investment earnings.

Newspapers only care about safety and liquidity when it's absent. Elected officials often share the same short-sightedness. Some ambitious professionals likewise want to make a name for themselves by beating their benchmarks and their budgets. After all, in today's recessionary malaise, the extra dollar earned on investments might be the one that avoids laying-off a police officer or a teacher.

Which brings me to the dilemma now facing public officials responsible for cash management portfolios. At the bottom of a recessionary cycle, yields on money-market securities and government notes typically bought for investments are always near their lowest levels – yet the risks facing portfolio managers then are the highest, not the lowest, in the cycle. That's because (1) any major increase in interest rates in the future will result in lower bond prices, (2) credit risk haunts the mar-



## What's the Real Price of Portfolio Safety?, continued



kets as more companies and banks could fail – or suffer credit downgrades and price losses – in the first year of a sluggish economic recovery plagued by mounting home foreclosures and lingering corporate over-leverage, and (3) buy-and-hold investors who buy longer maturities to gain yields will probably suffer a loss of purchasing power whenever inflation returns.

The great economist John Maynard Keynes called this point in a Great Recession the “Liquidity Trap.” Short-term interest rates on risk-free securities are nearly zero, but any investment of longer maturity or greater credit risk is unattractive because of inflation or deflation risks. So investors are trapped. To get more yield, they are forced to give up some safety.

Which brings me to the point of this column: What's the price you would ascribe to Safety? Is it worth 5 basis points (0.05%) of yield? 10 basis points? A hundred basis points (1%)? This is a discussion that every municipality and public agency should be having at this unprecedented point in the business cycle.

When the economy was imploding in 2008 and early 2009, most California investors were Will-Rogers-converts who cared a lot more about the ‘return of their principal, not the return on their principal.’ But as the economy turns a corner (hopefully) from recession to a slow recovery, I now hear stories across the state about investment committees and treasurers who are beginning to forget every lesson they learned in the Great Recession. My, how quickly we forget – especially in light of the risks of a 1937-type or 1981-type double dip.

So here's my question. What reduction in yield should you accept in order to achieve safety? And what reduction in yield will you accept in order to enhance safety? Is peace of mind worth 10 or 20 basis points? Is freedom from default risk worth only a quarter-percent of yield? Are portfolio managers who have invested in securities that were later downgraded worth hiring – even if their fees are lower? Are professional credit departments worth the fees you pay to access them? Do you even have a qualified professional credit research team, either internally or through your paid advisor?

When I wrote the original 1986 version of *Investing Public Funds*, which became the reference source for language used in many of the investment policies used throughout America,

**What's the price you would ascribe to Safety? This is a discussion that every municipality and public agency should be having at this unprecedented point in the business cycle.**

**What reduction in yield should you accept in order to achieve safety? And what reduction in yield will you accept in order to enhance safety?**

I suggested the possibility that “occasional measured losses” from a highly diversified portfolio (<1% per security) would be acceptable if the total portfolio return could still exceed its target. That was back when interest rates were approaching 8% and credit risks were lower in the middle of an economic expansion when prime-rated corporate defaults were unheard-of.

In today's world, with 0.25% overnight interest rates, the game has changed – for 2009-2010 at least. Portfolios today can

seldom generate enough income to offset a capital loss. Yet we still have money managers and broker-dealers pushing the “occasional measured losses” idea as if it were the Eleventh Commandment. Well, as the guy who wrote it in the first place, 20 years ago, I'm here with Bob Dylan ringing in my mind to announce: “The times, they have a-changed.”

To be specific, the exact language in the second edition of *Investing Public Funds* said this:

“Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses in the value of individual securities do not exceed the income generated from the remainder of the portfolio.” (p. 39)

Think about it. If today's short-term interest rates are less than 1%, then the total portfolio exposure through risky securities must be less than 1%. That essentially rules out a lot of strategies for smaller portfolios and especially for those who do not monitor credit risk daily. And it surely tells us that taking risks with longer maturities that can lose principal in a rising-rate environment are the highest when short-term interest rates are near zero.

Here are some obvious corollaries to the principles outlined above: (1) Don't buy maturities longer than you can afford to hold. (2) Make sure you have broad and *granular* (not “lumpy”) diversification whenever you dabble in non-guaranteed securities. (3) Require more than a counterparty broker-dealer's persuasion and “information” to make a credit-risk decision because they can't and won't stand behind you in bankruptcy court. (4) With the cost of getting experienced professional help and credit research now less than 10 basis points for many larger public portfolios, it may be time to out-source the portfolio risk management function instead of going it alone.

**What's the Real Price of Portfolio Safety?, continued**

Remember this: We're not out of the woods yet. And hope is not a strategy nor a portfolio discipline. ■

*This article is adapted for California public investors from the author's similar column appearing in Governing.com on September 17, with his copyrighted permission. Girard Miller, Senior Investment Strategist at PFM Asset Management LLC, can be reached at [miller@pfm.com](mailto:miller@pfm.com) or 310.795.1354.*

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## The Municipal Bond Market: One Year Later

By Eileen Gallagher and Sara Oberlies, Stone & Youngberg

**The Markets Crumble, September 2008:**

Few will forget the jolt to the financial markets felt last September as several Wall Street giants failed or faltered. On Monday, September 15, 2008, Lehman Brothers — a 158 year-old investment bank and Wall Street titan — revealed it would file for bankruptcy. That same day, Bank of America and Merrill Lynch announced their hastily arranged merger and insurer AIG scrambled to secure tens of billions of subsidy dollars from the federal government to keep it solvent. These astounding events triggered a massive sell-off in the equity, corporate bond and municipal bond markets, an equally monumental investor flight to the perceived safety of U.S. Treasury securities, and unprecedented governmental intervention to stabilize the financial markets.

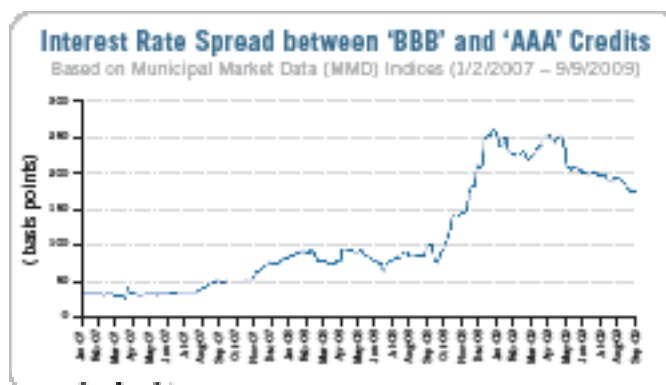
A year later, though credit remains extremely tight in many sectors, many financial market segments have regained some normalcy. Long-term Treasury rates have nearly returned to their pre-crisis levels while short-term Treasury rates remain very low. Global stock markets have recovered a modest portion of the dramatic declines suffered in 2008 and the first quarter of 2009. Municipal bond market activity has picked up as interest rates have moderated.

**Municipal Market Response:**

The tumult in the municipal bond markets first became evident as early as August 2007 when the historic relationship between Treasury rates and municipal rates began to diverge as a consequence of increased concern over world-wide financial markets. Interest rates on municipal bonds — historically lower than rates on comparable Treasury securities due to their tax-exempt advantage — came to exceed Treasury rates on many maturities. Several factors led to fundamental changes in the municipal markets since.

**Demise of Bond Insurers:** In late 2007, the municipal bond insurers began their long fall from grace. As many as seven AAA-rated insurers were once active in the municipal market. Today, only Assured Guaranty remains active; however, with its Aa2/AAA/AA ratings, the economic benefit of bond insurance has significantly diminished. The use of bond insurance has dropped from nearly 60% of bond principal issued in 2006 to only about 11% of bond principal issued in 2009 to date.

**Renewed Focus on Credit:** With the loss of bond insurance, which had effectively “homogenized” the thousands of municipal issues sold each year, investors have had to refocus on the underlying credit of each issue. Greater scrutiny and more conservative standards have resulted in far wider interest rate differentials (“credit spreads”) between the highest quality and lowest quality bonds. The interest rate differential between the highest rated investment-grade municipal bonds (AAA rated) and the lowest rated investment-grade municipal bonds (BBB rated) has narrowed to less than 200 basis points from a gap of 250 basis points at the height of the financial crisis (and even higher for some credits.) Compare this to an average 35 basis point differential for most of the period between 2002 and 2007!



## The Municipal Bond Market: One Year Later, continued

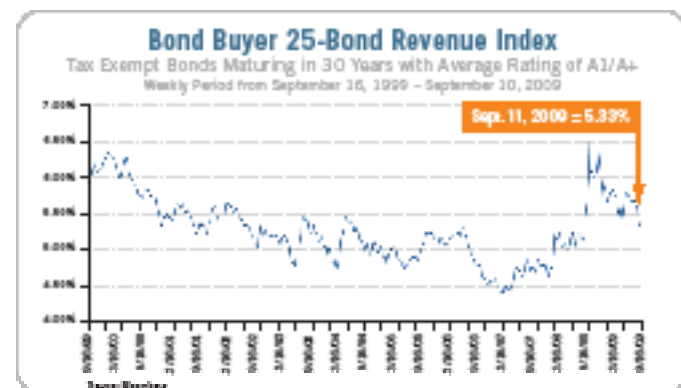
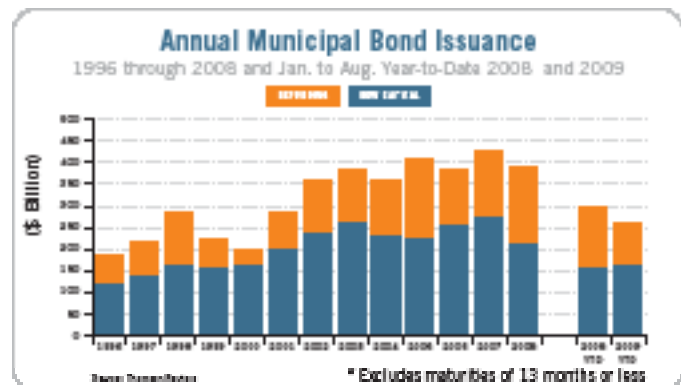
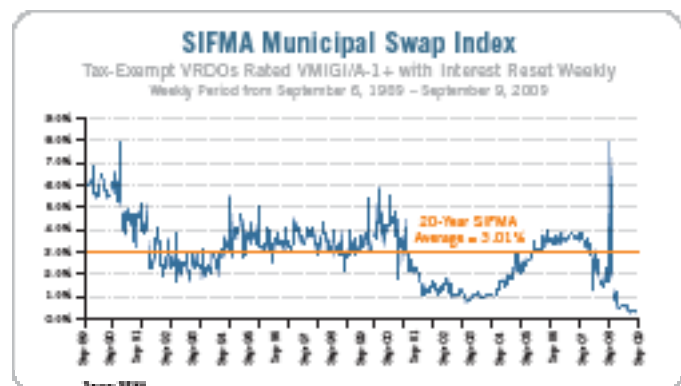
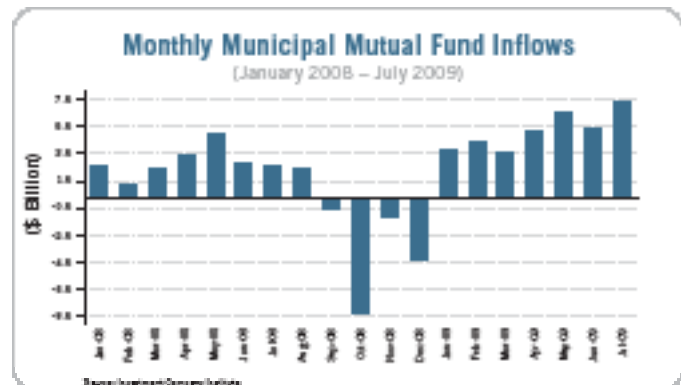
**Recovering Investor Base:** One consequence of the financial crash was the rapid deposit withdrawal and value decline for many leveraged funds — such as hedge funds, tender-option bond programs, and even many bond mutual funds. Though some of these investment funds are gone forever, mutual fund investors have returned — as illustrated at right — restoring stability to the markets. So too did the advent of Build America Bonds, which provide an avenue for traditional tax-exempt issuers to reach new classes of investors.

**Record Low Short-Term Interest Rates:** Even before the market crash of September 2008, the short-term municipal bond market went through some devastating gyrations over the course of the year — as any issuer with variable rate or auction rate debt at that time knows all too well! The rapid ratings downgrades of both bond insurers and some letter of credit banks and the general illiquidity gripping the markets led to astounding spikes in short term interest rates. Many short-term borrowers were forced to restructure their debt to replace the bond insurer or letter of credit provider or switch into long-term, fixed rate debt. This drop in variable rate debt supply and shifting investor preferences for short-term liquid investments reversed the sharp rate spikes and led to the lowest variable rates in twenty years. Public agencies fortunate enough to have stable credit enhancement for their short-term debt have benefited from these very low rates, while other issuers have struggled to find scarce letters of credit or liquidity commitments.

**Build America Bonds:** One of the more significant developments this year was the introduction of Build America Bonds (BABs), authorized by the federal American Recovery and Reinvestment Act of 2009 (ARRA.) This program enables public agencies to access a broader pool of potential investors — such as pension funds and corporations — beyond those seeking tax-exempt income. Borrowers can finance their tax-exempt eligible projects at taxable interest rates and receive a federal cash subsidy equal to 35% of each scheduled interest payment, often times producing a lower net borrowing cost than tax-exempt bonds. The shift of over \$27 billion of bond issuance into the taxable markets since April of this year has helped to improve the supply-demand balance for traditional tax-exempt borrowers.

**Deferred Capital Investment:** Since last fall, many local governmental issuers have sat on the sidelines reviewing economic forecasts and waiting for lower interest rates and restored market stability before moving forward with their capital projects. In many cases, potential borrowers have also been challenged by falling revenues and State funding raids. Overall, issuance volume in the municipal market so far this year is down by about 14% from last year at this time. However, tax-exempt issuance has dropped further due to the shift to taxable Build America Bonds. Since the spring, activity has been picking up as many issuers adjust to the “new normal” and proceed with project plans to take advantage of the attractive construction bidding environment.

**Current Market Rates:** Today, while municipal interest rates are above the lows seen in 2007, rates remain at relatively attractive levels — particularly for higher rated, essential service and general obligation bonds. The chart at right compares the interest rates as of September 1, 2009 and September 1, 2008 for a national index of AAA rated municipal bonds. Most notable are the sharply lower short-term rates and the steeper yield curve.



## The Municipal Bond Market: One Year Later, continued

The chart at right below provides a snapshot of 30-year interest rates over the past year for a variety of credits.

### Where Do We Go From Here?

The burning questions on many economists' minds are (a) when and to what extent will the economy recover? and (b) once the economy recovers, when and to what extent will significant federal spending trigger inflation and higher interest rates? We don't propose an answer to either question. In our view, interest rates will likely remain relatively stable for at least the next three to six months. Construction costs have dropped considerably and Build America Bonds offer potential interest rate savings for bonds sold through 2010. In the longer run, higher interest rates are a possibility as the economy recovers. Therefore, we advise our clients with major capital needs and available revenues to leverage to conservatively estimate revenues and contingencies and move forward to acquire project funds.

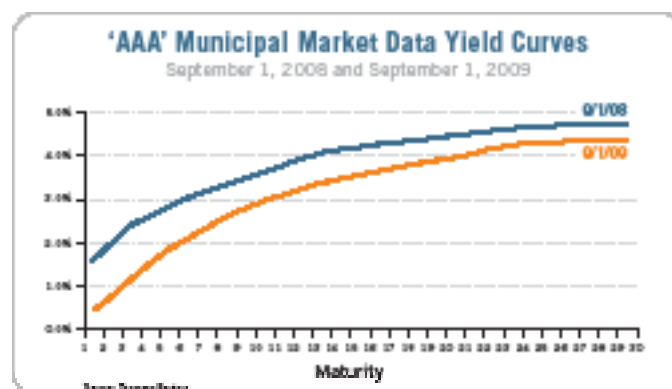
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**Illustrative 30-Year Interest Rates for Varying Credits**

	AA Rated Water/Sewer	AA Rated Lease/COF	A Rated Water/Sewer	A Rated Tax Allocation	US Treasury
Sept. 1, 2008	4.75%	5.12%	5.25%	5.65%	4.35%
Dec. 1, 2008	6.35%	6.88%	6.75%	7.40%	3.21%
Sept. 1, 2009	4.80%	5.10%	5.25%	6.25%	4.13%

Source: Stone & Youngberg

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## California Debt and Investment Advisory Commission - Schedule for 2010

### **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.**

## 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:

### **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.**

### **Program Descriptions**

#### **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 OCTOBER 2009

### City of Lompoc, Accounting & Revenue Manager \$76,620 to \$93,132 Annually

The Position — Accounting & Revenue Manager

The Accounting & Revenue Manager is responsible for management of general accounting and revenue functions (payroll, accounts payable and receivable, and treasury cashiering), general auditing; manages special projects as required; oversees and directs assigned account, treasury, clerical, and technical staff.

The Accounting & Revenue Manager should be creative in his/her approach to administering accounting and finance; have the ability to work collaboratively with other City management staff; and provide problem-solving approaches to a wide variety of situations. Under general direction of the Financial Services Manager, the Accounting and Revenue Manager plans, manages, and performs difficult profession-level accounting, financial recordkeeping and investment activities; supervises the receipt, custody accounting, analysis and investment of City funds.

#### Examples of Duties

Performs revenue forecasting; manages, plans and organizes the day-to-day activities of general accounting functions, including the City's investment portfolio, payroll, accounts payable and receivable, and treasury cashiering; manages, develops and implements investment policies, strategies, procedures and reporting practices; directs the maintenance of records and preparation of financial reports; coordinates with Information Systems for consistency of monthly records; works with Information Systems to improve recordkeeping systems; analyzes and develops changes in procedures for greater efficiency; selects, trains, and evaluates account, treasury, clerical, and technical employees; coordinates preparation of annual financial reports, including preparation of closing entries, insuring appropriate format to meet State standards and assisting with independent auditors for year-end review; analyzes and develops changes in policies and procedures for greater efficiency and internal controls; prepares or directs preparation and reconciliation of bank statements, journals, ledgers, and other records; completes special financial or statistical research and analysis; prepare various required government reports; monitors miscellaneous revenue programs for accuracy of revenues reported; updates annual cost allocation plan; assist with City budget preparation; and performs related work as required.

#### Minimum Qualifications:

Education and Experience: Bachelor's degree in accounting, business administration or a closely related field and varied and progressive, responsible professional accounting experience and training with emphasis in municipal accounting, payroll, accounts payable, accounts receivable, investments and banking, financial analysis and financial reporting; and supervisory experience or training. Information systems experience or training, as it applies to accounting, is desirable.

Knowledge of: Municipal accounting and financial record keeping principles, procedures and methods; investment, banking and treasury principles and procedures; general auditing principles and procedures; financial analysis and research procedures; general principles of supervising and training; data processing as it relates to accounting and financial recordkeeping applications; and generally accepted accounting principles

Ability to: Supervise and perform accounting and financial recordkeeping to meet quality standards and rigid deadlines; prepare clear and concise financial reports; complete statistical research and analysis related to finance; explain accounting procedures to regulating agencies, auditors and staff, and serve as a reference for the public; select, train, evaluate and supervise the work of account, treasury, clerical, and technical staff; establish and maintain effective relationships with those contacted in the course of work; and communicate effectively orally and in writing.

San Bernardino Valley Water Conservation District, Finance Supervisor  
Starts at \$61,000 year

### San Bernardino Valley Water Conservation District, Finance Supervisor

Starts at \$61,000 year

The San Bernardino Valley Water Conservation District is hiring for a Finance Supervisor. The District has many new exciting projects in the works and looking for a dynamic, experience Finance Supervisor to be a part of the team. The District is located in beautiful Redlands, California and offers a pleasant environment, a 9/80 schedule, and excellent benefits. This position is open until filled, so early application is encouraged!

#### DEFINITION:

The Finance Supervisor, under Direction of the General Manager and the Assistant General Manager, provides highly responsible administrative support to the General Manager and to the Board of Directors; develops, promotes, implements, administers, and maintains policies, procedures, and programs relating to accounting and finance, human resources, purchasing and contracts, office administration, and other duties as assigned. The Finance Supervisor reports directly to the General Manager and supervises an administrative assistant.

This position will perform complex accounting, budgeting, and finance duties for the District, including responsibility for all accounting activities such as general ledger, payroll, accounts payable, accountings receivable; cost center accounting; and other major accounting and finance functions in compliance with generally accepted accounting principles, procedures, and policies.

**Job Postings OCTOBER 2009, continued**

Responsibilities include preparation of the District's annual operating and capital budgets; development of projections and estimates of revenues, expenses, and expenditures; development of a comprehensive mid-year budget review; preparation of monthly budget and financial reports; management and reconciliations of District bank and investments accounts; conduct or assist in taking physical inventory of supplies, materials and equipment; reconcile inventories; maintain all financial records for the District's fixed assets, including tracking all additions and disposals, and depreciation, using generally accepted accounting principles; assist in annual audit activities; prepare schedules, adjusting and closing entries, financial statements and related disclosures.

This position is also in charge of all payroll and human resource activities, including preparation and processing of payroll using ADP payroll system; reconciliation and review of periodic payroll reports; recording payroll journal entries; recording and monitoring employee leave balances; verifying and reconciling all taxes and deductions; administer employee benefit programs; keeping informed of Federal and State legislation and related regulations; conducting new employee orientations; collecting and filing appropriate paperwork to ensure compliance with state and federal laws.

**IDEAL CANDIDATE:**

**Required Experience:** Three years or more increasingly responsible financial/accounting, human resources, and office administration responsibility required.

**Preferred Experience:** Experience in a governmental or not-for-profit agency; advanced experience with QuickBooks accounting software.

**Required Education:** Associate's degree from an accredited college or university with major coursework in finance, accounting, business, public administration or a related field is required.

**Preferred Education:** A Bachelor's degree in a related field is highly desirable.

**Qualifications:** The ideal Finance Supervisor has a strong finance and human resources background in all areas including accounting, finance, personnel administration, and office supervision. He/she has experience preparing and administering budgets, preparing financial reports following governmental accounting standards, and maintaining and managing personnel files, and office management. The ideal candidate must have a sound understanding of sound financial and personnel practices, including applicable federal, state and local laws as well as knowledge of Government Accounting Standards Board requirements.

**COMPENSATION AND BENEFITS**

**Compensation:** \$61,755.20 to \$71,473.71 annually; this position is non-exempt.

**Retirement:** Enrollment in the California Public Employees' Retirement System (CalPERS), 2.5% at 55 and single highest year. The District pays the full 8% employee contribution.

**Medical , Dental and Vision Insurance:** Coverage begins on the first of the month following two full months of service with the District. The District pays the full amount for medical, dental and vision for the employee and dependents.

**Educational Reimbursement:** Upon approval of the General Manager, up to \$2,500 in educational expense reimbursements may be provided each year.

**Vacation:** Two weeks accrue during the first year of service, increasing thereafter based on the current District schedule.

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

**Holidays:** Twelve paid holidays annually, and one floating holiday.

**Work Schedule:** 9/80 work schedule with every other Friday off. District office hours are from 7:30 a.m. to 5:00 p.m. Monday through Friday.

**THE PROCESS**

Applicants should fill out a District application and send the application, resume, and cover letter to [cindy@pcgclient.com](mailto:cindy@pcgclient.com). Time is of the essence, so early application is required.

This recruitment is open until filled, which means that it 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, records check, and a comprehensive physical examination (including drug screen). Any qualified individual with a disability must provide reasonable notice to the District before the testing process that reasonable accommodation is required.

## Job Postings OCTOBER 2009, continued

**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 maxi-

mize 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.

**Southern California Regional Rail Authority,  
Finance Director****\$10,815 - \$13,146/month**

The Finance Director oversees the functions of the Finance Department and reports to the City Manager. The Finance Director serves as the City's chief financial advisor and is responsible for the administration and coordination of all fiscal-related activities of the City and the Redevelopment Agency which include: day-to-day accounting and record keeping, payroll, business license, cashing, investment of idle cash, purchasing, budgeting, auditing, debt administration, big-picture long-range revenue, expenditure and financing analyses.

This position requires a Bachelor's Degree from an accredited college or university with major course work in accounting or closely related field and seven years of increasingly responsible experience in municipal budgeting, accounting, and financial work. A CPA or Master's Degree is highly desirable. Closing date: October 8, 2009 at noon. Send application and current resume with 10 year salary history and five work-related references to: City of Yorba Linda, PO Box 87014, Yorba Linda, CA 92885. (714) 961-7107 or flyer available at [www.yorba-linda.org](http://www.yorba-linda.org). (5% furlough cut in effect at this time).



## Job Postings OCTOBER 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 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.

**Job Postings OCTOBER 2009, continued**

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 Oceanside, Supervising Accountant** **\$5,495 - \$7,015 monthly**

The City of Oceanside is currently accepting applications for a current vacancy for the position of Supervising Accountant. The Supervising Accountant performs a variety of accounting duties in support of the City's financial accounting systems; analyzes and reviews a variety of revenue sources, expenditures and fund balance projections for budget preparation and implementation; assigns, reviews, trains and supervises work of clerical, technical or professional staff in making ledger entries, reconciliations, maintaining payroll records; prepares audited financial statements; prepares and reviews journal entries for all funds; participates in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; reviews and reports status of funds to program managers; ensures all transactions comply with accepted accounting practices; prepares a variety of detailed and analytical accounting, statistical and narrative reports and accounting summaries; monitors and prepares financial reports on City grants; devises accounting methods, procedures, internal controls and general systems for all housing programs; maintains and controls the master chart of accounts; assists in the annual closing of the City's financial records and in the compilation and review of the annual budget; and performs other related duties as assigned.

A Bachelor's degree with major course work in accounting, business administration or a closely related field and five years of increasingly responsible professional accounting experience including one year of lead supervisory responsibility.

Deadline: 4:00 p.m., Friday, October 9, 2009. Apply online at [www.ci.oceanside.ca.us](http://www.ci.oceanside.ca.us) The Human Resources Department, 300 North Coast Highway, Oceanside, CA 92054, (760) 435-3500. EOE.

### **City of Encinitas, Budget Officer** **\$71,307 - \$105,354 annually**

The City is seeking a budget officer to be responsible for performing a variety of professional level administrative and analytical work involving: the preparation, study, and application of the City's budgets and financial plans; the coordination of financial activities with other divisions, outside agencies, and the general public; and supervision over the City's Accounts Payable and Purchasing functions.

The Ideal Candidate possesses knowledge of the principles and practices of organizational management, administration, budgeting, personnel management and has excellent interpersonal, written and communication skills.

A Bachelor's Degree in Accounting, Finance, Business or Public Administration or a related field, plus 5 years experience in financial management (preferably within a local government), or an equivalent combination of education and experience. A Master's degree in Business or Public Administration is highly desirable.

Please mail a cover letter and resume to Lisa Roner, HR Recruiter, by Wednesday, October 14, 2009. Those candidates with the most desirable qualifications will be invited to continue with the recruitment process.

For more information about the City of Encinitas, please visit our website [www.cityofencinitas.org](http://www.cityofencinitas.org) For questions regarding the selection process you may call 760/633-2634. The City's mailing address is 505 South Vulcan Avenue, Encinitas, CA 92024. EOE

### **City of San Juan Capistrano, Accountant** **Salary Range \$4,878-\$5,929/mo.**

The City of San Juan Capistrano is seeking a qualified individual to perform a variety of professional accounting functions including analyzing accounts; posting to the general ledger; preparing and monitoring budget activities; recording bank statements; preparing financial reports and records, and assisting with technical and clerical accounting functions. The ideal candidate is self-motivated, a team player, a creative problem solver; has excellent communication skills (oral and written) and has experience working in a fast paced multi tasked environment. The ideal candidate will also have experience with assisting the general public by responding to and resolving public inquiries and complaints in relation to departmental operations, collection of fees, issuance of receipts, and balancing and reconciling assigned cash drawer.

**Job Postings OCTOBER 2009, continued**

Knowledge of: Professional accounting principles and practices; principles and procedures of financial record keeping and reporting; accounting hardware and software systems; pertinent federal, state, and local codes, laws, and regulations; principles and practices of budget preparation and monitoring.

Ability to: Understand and interpret accounting principles and practices; oversee administration of the City's fixed asset program; perform a variety of professional accounting duties; prepare and interpret financial statements, reports, and analyses; establish and maintain cooperative working relationships with those contracted in the course of work.

Application Procedure: Individuals wishing to apply must submit a completed City application form as follows: Filing deadline for external applicants is Open Until Filled. Resumes will not be accepted in lieu of a completed application form. Application forms and additional information may be obtained by accessing [www.sanjuancapistrano.org/jobs](http://www.sanjuancapistrano.org/jobs) or by contacting Human Resources at 949/443-6322.

**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 San Francisco, Cashier Assistant Manager****\$65,858 - \$88,296 Annually**

The current position is located at the Office of the Treasurer/Tax Collector. The eligible list resulting from this examination may be utilized for future positions in this class in other City departments.

Under direction, the Cashier Assistant Manager (Commercial Division Assistant Supervisor) assists in the overall administration of the Cashier Section of the Treasurer/Tax Collector's Office. The Cashier Section processes 1.5 million payments per year. Incumbent plans and coordinates the daily activities for the processing of taxes, licenses, revenues and other payments. Essential functions include: supervising and training staff; planning and assigning work, and evaluating performance; reviewing, revising and implementing operating procedures upon approval; participating in developing and/or amending computer reports; generating reports, letters, and memorandums; gathering and compiling data; preparing and analyzing financial and statistical reports; advising the general public about taxes and other applicable payments; researching and resolving problems relating to customer service issues; assisting in procedural changes related to budget preparation; assisting in system development; contacting vendors and technical support hot lines to resolve computer applications issues and assisting in the implementation of corrective measures; performing the duties of the Section Manager in his/her absence; and performing other related duties as required.

## Job Postings OCTOBER 2009, continued

**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.

**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.



## Job Postings OCTOBER 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

**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 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.

**City of San Bruno, Finance Director****\$132,024 to \$162,012 DOQ**

The City of San Bruno is offering an exciting career opportunity for a highly experienced professional to join the City's management team and provide leadership to the Finance Department and high level policy and operational support to the City Manager. The ideal candidate will exhibit a strong team and customer service orientation, and possess outstanding interpersonal skills and a proven track record of building and maintaining effective relationships. Located in San Mateo County, San Bruno is 12 miles south of San Francisco, adjacent to the San Francisco International Airport, and has a population of 40,165.

The Finance Director performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City. The position requires 5 years of progressively responsible municipal finance work; a BA/BS in accounting, finance, business or public administration, or a closely related field; and ability to obtain and maintain a valid California driver's license.

The annual salary range is \$132,024 to \$162,012 DOQ. The City offers an attractive benefits package including PERS 2.7% @ 55.

To apply, send cover letter and resume by 5 p.m., Friday, 10/30/2009 to Human Resources: [hr@sanbruno.ca.gov](mailto:hr@sanbruno.ca.gov), 567 El Camino Real, San Bruno, CA 94066. A detailed job announcement is available on our website at [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov).