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FEBRUARY 2010



## President's Message

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

## Passing the Torch



It is time to pass the torch to new leadership. You will be in excellent hands with Ronnie Campbell as your President.

Being President has allowed me to learn about our organization in greater depth. The selfless work and dedication given by so many members of this team, from the Board of Directors to Committee members to Chapter Chairs to ad hoc committee members, has not gone unnoticed. I can't say enough about how proud I am to be associated

with the world class volunteers that devote so much of their time and resources for the betterment of others in our profession. I feel I have been able to stand on the shoulders of giants...and what a view it has been!

This past year we were very successful in accomplishing our goals as set out in our Board Retreat. The Retreat's purpose was to develop an overall direction for CSMFO based on input from a broad spectrum of municipal finance professionals who serve this great organization. We agreed on three primary areas in which CSMFO should invest its resources: 1) training and professional development, 2) support for Chapter engagement and delivery and 3) outreach and marketing of CSMFO. We made excellent progress in each of these areas and set the stage for a productive 2010. We also took steps to continually refresh our Web site with new and interesting content in order to improve communication with you, our members. Spend a minute or two navigating the site and you will be impressed with our offerings!

Regrettably during this time, many of our cities, counties, special districts and other entities we serve faced severe economic hardship, which is likely to continue into the foreseeable future. This adversity has meant that CSMFO has had to adjust to a new reality. We at CSMFO understand the need to earn your scarce membership and training dollars. That's why we focused on providing better programming, in more venues, at better prices than any one else. Backstopping this effort is a refreshed organizational structure that will further enhance our ability to deliver on this priority and reinvigorated Chapters.

With regard to our sister organizations; to be an ambassador for CSMFO, able to attend and participate in their annual meetings, share ideas and develop friendships with other Presidents, was a unique and wonderful experience I will never forget. CSMFO is truly held in high esteem by these terrific organizations.

**President's Message, continued**

Melissa Dixon and our extraordinary staff at the CSMFO office in Sacramento, including Kaila Ricci, Ashley Bradley, Tony Willert, Fiona Young, Elizabeth Cardwell and the other superb individuals at Smith Moore & Associates, deserve enormous thanks for all their efforts - congratulations to all for a job well done in bringing it together!

I also want to give special recognition to Viki Copeland, Brad Grant and Bill Statler. These three individuals have made a huge difference in my presidency and I have enjoyed their counsel, mentoring and advice immensely. Hats off to them!

In closing, thank you again for allowing me the opportunity and the honor to serve as your President. I have been humbled by this remarkable experience and the tremendous responsibility you entrusted to me this past year.

See you soon for "Live from LA - 2010 Annual Conference" at the Millennium Biltmore Hotel!

**\*\* ADVERTISEMENT \*\***

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## Executive Director's Message

— Melissa Dixon

For being the shortest month of the year, there are many holidays in February—Groundhog Day, Valentine's Day, Presidents' Day... In honor of that last one, I wanted to take a moment to express my gratitude and appreciation to Thomas Fil, who served as CSMFO President during my first year with this wonderful organization. The first year is always inherently fraught with transition issues, and Thomas' calm and friendly leadership made them a little more bearable. Thank you Thomas!

Along those same lines, I want to welcome our new President Ronnie Campbell to the helm of CSMFO. Throughout the past year I've watched Ronnie focus intently on doing his very best on the Annual Conference, and I've been impressed with the outcome. The conference in Los Angeles (appropriately starting two days after Presidents' Day!) is looking to be financially successful for CSMFO—a feat in this uncertain economic time. I can only imagine what he'll accomplish this next year when that focus is turned toward the association as a whole. Best of luck to you, Ronnie! I look forward to working with you in 2010!

And speaking of the conference, we will be taking on-site registrations at the Millennium Biltmore in Los Angeles for any of you who didn't get a chance to preregister before the February 1 deadline. Don't be left out!

Lastly, I wanted to do a quick reminder for those of you who haven't yet renewed your membership. Remember, only those who renew their membership by **February 28** will be in the 2010 CSMFO Membership Directory! If you have any changes to make to your information, please do so by **February 28** in order to ensure your corrected information is published in the directory.

I look forward to seeing you in a couple weeks, LIVE FROM LA! ■

## 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, Moulton Niguel Water District  
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, Moulton Niguel Water District  
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

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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.*

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# California Municipal Market Recap

By Richard DeProspo, Managing Director, Wedbush Securities

The California tax-exempt bond market finished the month at levels pretty much in line with where the New Year began, with the 30-year maturity seeing a slight improvement (in the range of eight basis points to 4.07%) as of this writing. The curve overall is flattening – we're now at 107 basis points spread from 10 to 30 years, versus 150 in early December. What's interesting is how munis are performing relative to Treasuries. After a spike during the early part of 2009, AAA MMD is now trading at 82 percent of the 10-year and 89 percent of the 30-year UST, fairly in line with its longer-term historical performance.

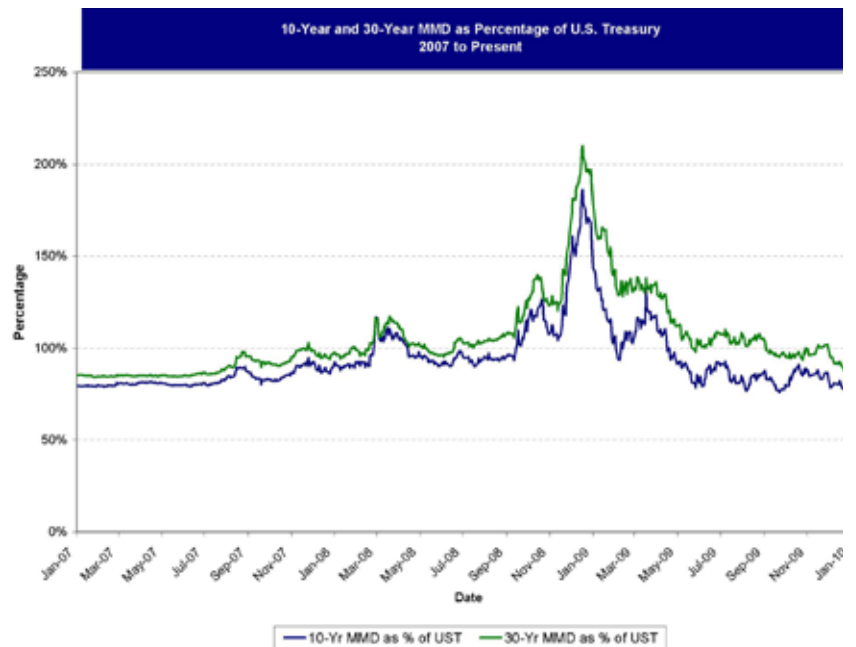
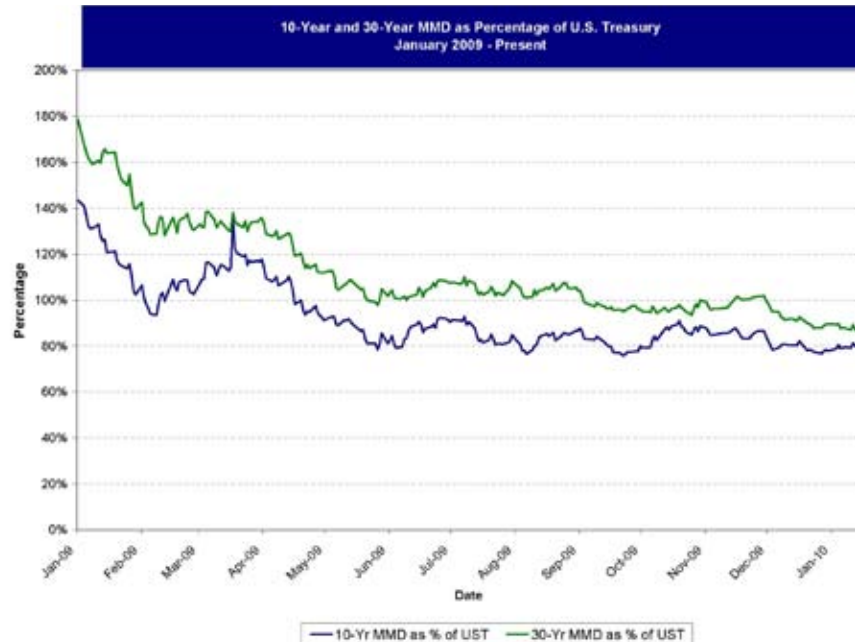
## NOW FOR THE BAD NEWS...

Turning to our own State Budget, in keeping with the requirements of the State Constitution, on January 8 the Governor released his proposed budget for fiscal 2010-11 and mid-year budget summary for 2009-10. The revised budget projections for the current fiscal year show personal income tax (the largest component of General Fund Revenues) falling to \$48.64 billion, or \$2.2 billion below the estimates provided in the 2009-10 Budget Act pieced together just this past summer. Similarly, sales taxes are now projected to come in at \$26 billion, down \$1.7 billion from earlier estimates. Together these two taxes make up a hefty 85 percent of General Fund revenues, so they're worth watching quite closely.

And what we're seeing is not good. The home foreclosure rate and unemployment rate in the State are now both running greater than 12 percent, yet personal income tax collections for last year (fiscal 2008-09) fell a staggering 20.3 percent from the prior year. Clearly, there are factors at work in the California economy that are not being picked up solely by the unemployment rate.

Personal income tax receipts for the first half of this fiscal year are now running 6.1 percent behind estimates of just this past July (11.5 percent below that of the same period the prior year). Sales taxes are coming in at 3.2 percent below prior budget estimates and, on a mildly positive note, actually up 6 percent relative to the same period the prior year (but this improvement comes after declining a hefty 11.68 percent for all of fiscal 2008-09).

*Continues on next page*





**Market Recap continued****AND THE EVEN WORSE NEWS...**

What troubles us most about all of this, though, are the assumptions inherent in the Governor's new, revised, budget estimates. According to figures released by State Controller's Chiang's Office, actual General Fund collections of personal income taxes through December 31, 2009 came in at \$18.74 billion. Therefore, in order to meet the 2009-10 targets for total collections set out in the Governor's new estimates, personal income taxes would need to generate an additional \$27.8 billion through June 30, 2010 – an increase of 48.83 percent throughout the first half of this fiscal year. Quite a recovery, indeed.

Now, some of this is timing and accrual driven, but if personal income taxes don't surge ahead at these rates but rather come in for the year down 11.5 percent from fiscal 2008-09 (as they were for the first half of this year) total personal income tax collections will look more like \$38.6 billion. – or \$7.9 billion short of the Governor's latest estimates. What this means is, assuming no further budget creep on the expenditure side (reversing the \$1.5 billion increase from the recent Budget Act) the State will, by our calculations end the year with a deficit on the order of \$13.3 billion, versus the \$5.4 billion shown in the Governor's proposed 2010-11 budget.

**WHERE TO FROM HERE?**

Turning to 2010-11, the Governor's proposed budget reflects spending cuts of 19.69 percent (relative to what things are expected to look like without the Governor's "Budget Solutions") amidst an appeal to Washington for Federal bailout funds of \$6.9 billion. As to the likelihood of that aid, things are not looking especially good as our three leading representatives in Washington, Speaker Pelosi, Senator Feinstein and Senator Boxer all came out publicly within days of the Governor's appeal, speaking against the proposal. Ms. Pelosi was quoted in the Wall Street Journal as saying rather bluntly, "the federal government is not responsible for the State of California's budget." With these kinds of friends, one can only ask who needs...

Already threatened is our State following the lead of Arizona, whose State Parks Board voted unanimously on January 15 to close 13 additional state parks, adding to the eight others previously closed. Other proposals in California include expanding off-shore drilling in Santa Barbara and an early release of state prisoners. Yikes! With the prospects of a federal bailout dim and the revised budget built on such shaky assumptions, we're kind of left wondering just how bad will things really get?

**THE RATING AGENCIES TAKE ACTION**

By mid-month, Standard & Poor's moved, officially, to lower the general fund rating on \$69.3 billion of the State bonds by one notch, from "A" to "A-." The agency also lowered the rating on \$7.9 billion of lease-supported debt, such as that issued by the State Public Works Board, from A- to BBB+. Despite the lowered ratings, we still view both classes of bonds demonstrating ample cash flow coverage from projected revenues. Our more troubling concern is the impact of the continuing budget dilemma on the delivery of services and on local governments and agencies throughout the State. ■

**CSMFO Annual Conference**

**February 17-19, 2010**  
**The Millennium Biltmore Hotel,**  
**Los Angeles, California**

**Did you miss the registration deadline?**

We will be taking on-site registrations for all of those that did not make the pre-registration deadline.

**Learn about:**

- Fiscal Reality
- Personal and Professional Development
- Budget and Financial Planning
- Treasury and Debt Management
- Accounting and Reporting

For more information, please visit [www.csmfo.org](http://www.csmfo.org).

## Equipping You for the New Fiscal Realities

The 2010 CSMFO Coaching Program offers new benefits for all CSMFO members. With convenient Webinars and bridge calls, easy to access Web materials, and one-to-one coaching, you can get the information and support you need.

The CSMFO Coaching Program is a special service of CSMFO and the Career Development Committee. It operates with the generous contributions of time and insights from CSMFO members who volunteer their time as coaches.

1. [Complete the Financial Management Skills Inventory](#) - Take a few minutes to assess where you are in your career development and areas in which you'd like to develop your skills further.
2. [Join the informative conference calls with panels of master coaches](#). See the CSMFO calendar for dates and times. (Check for podcasts and audio recordings of these sessions.)
3. [One-to-One Coaching](#) - Team up with a volunteer coach for support in your career. Members can benefit from coaching at any stage of their careers. Read the "ABCs of One-to-One Coaching" and "Being a Great Coach and a Winning Player" and then go to the Coaches Gallery to review master coaches who have offered to provide one-to-one coaching on a volunteer basis.
4. [Use Personal Productivity Tools](#) - Access tools top executives use to enhance their management performance and personal satisfaction.
  - "Managing Your Priorities, Delegating, and Personal Balance"
  - "Management Style Profile Report" (a personalized report to help you be your best) Take 10 minutes to 15 minutes to complete the 24 questions on the questionnaire, fax it with your name, e-mail address, and mailing address to 805-772-4697, and you will receive a confidential, personalized 24-page management style report to help you understand and use your style effectively in any situation.—Compliments of the CSMFO Coaching Program.
5. [Organize a Coaching Program Networking Event at Your Chapter](#) - Provide opportunities for up-and-comers to expand their networks and learn more about career development resources. Download the Coaching Event Format for Chapters, and you'll have a program ready to go. Invite volunteer CSMFO coaches in your area to help you deliver the Chapter event.

We welcome your Feedback -

Please contact Don Maruska, CSMFO Coaching Program Director, [805-772-4667](tel:805-772-4667) or [don@donmaruska.com](mailto:don@donmaruska.com) with questions about any program specifics. Kindly share comments and suggestions with Pete Gonda, CSMFO Coaching Program Advisor, [408-730-7385](tel:408-730-7385) or [pgonda@ci.sunnyvale.ca.us](mailto:pgonda@ci.sunnyvale.ca.us). We continuously improve the program and welcome your thoughts.

## Coaching Program Webinar Schedule

**Register Now!**

### "How to Develop an Operating Budget"

2:00 p.m. - 3:30 p.m., Wednesday, March 3  
Jay Goldstone, Chief Operating Officer, San Diego

### "Establishing Sound Fiscal Policies"

2:00 p.m - 3:30 p.m., Wednesday, May 5  
Bill Statler, Finance and IT Director, San Luis Obispo

### "Best Practices for the 'New Normal' in Local Agency Finance"

2:00 p.m. - 3:30 p.m., Thursday, March 18

### "Revenue 101 - Understanding the Sources of Local Agency Funds"

Date and time to be announced

### "Key Career Competencies and Strategies to Develop Them" co-sponsored with Cal-ICMA

2:00 p.m. - 3:30 p.m., Thursday, April 15

### "Bond Financing"

2:00 p.m. - 3:30 p.m., Wednesday, October 13  
Tim Schaefer, Principal, Magis Advisors

**Looking for CPE credits?** As a special CSMFO member benefit, the six webinars each qualify for 1.5 hours of CPE credit under current California State regulations. That's a total of nine hours of CPE credits available from the convenience of your office. CSMFO is offering this benefit to members without charge. [See registration notices for each session for details.]

# Chinese Hackers Exploit IE Vulnerability in a Concerted Attack – Make Sure your Browser is Protected

By Edgar W. Reece, CEO, ISN Global Enterprises, Inc.

Early January, Google released a report detailing attacks on its infrastructure which it claimed to have originated from China. In the wake of its announcement, another report came out detailing what is purported to be an “organized espionage operation” originating from China. Known as “Operation Aurora,” the attack attempted to siphon information from 33 companies in the US, including Google. The attackers are believed to have exploited a vulnerability in Internet Explorer (IE). The vulnerability effect IE 6 Service Pack 1 on Microsoft Windows 2000 Service Pack 4, and IE 6, IE 7, and IE 8 on Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7, and Windows Server 2008 R2. In the wake of the attacks Microsoft released a patch to address the vulnerability. If you are unsure if this patch has been applied to your systems, contact your technology professional for help. ■



Edgar W. Reece is Chief Executive Officer of ISN Global Enterprises, Inc. an award winning, Claremont-based IT services firm. Visit their blog at [www.isnglobal.com/blog](http://www.isnglobal.com/blog) for other great articles and tech information.

## San Diego County Treasurer Tax Collector Investment Seminar

**February 10-11, 2010**

**Marina Village Conference Center  
1936 Quivira Way, Bayview Room  
San Diego, CA 92109**

### February 10 - Investment Seminar

This investing seminar is designed to provide public officials and thier staff with information on general portfolio management, local and regional economy, investing bond proceeds and disaster preparedness techniques. **Cost: \$25**

[Click to download registration information](#)

### February 11 - Cash Handling Workshop

The San Diego County Treasurers Office will host the Association of Public Treasurers Cash Handling Workshop. The workshop is offered through the Public Treasury Institute and is designed to train finance and treasury officials, cash supervisors and handlers in proper cash handling techniques. Participants will receive cash handling training instructions, the APT Cash Handling Certificate of Completion and a copy of the APT Model Cash Handling Manual. **Cost: \$100**



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

### ABCs of School Debt Financing

April 9, 2010

Hilton Concord

Concord, California

Cost: \$250 (Public employees)

Cost: \$400 (Private sector representatives)

Registration deadline: March 9, or until filled

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.

### Fundamentals of Land-secured Financing

April 23, 2010

Hilton Ontario

Ontario, California

Cost: \$250 (Public employees)

Cost: \$400 (Private sector representatives)

Registration deadline: March 23, or until filled

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.

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. ■

\*\* ADVERTISEMENT \*\*

## Are your ducks in a row?

Successful bond issues result from the aiming of proven processes and reliable methods toward a common goal – in other words, by getting “your ducks in a row.”

From inception to completion, all of your financing team should be focused on your success. Collaborative teams produce more cost effective results. Aligning your financing team toward your goals will save time and money.

So, if you need a hand getting those ducks in a row, call us – we can help you get them to line up toward your goals.



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## GFOA Group Training Seminars

March 22-25, 2010  
Reno, Nevada

The Government Finance Officers Association (GFOA) invites you to participate in a series of seminars that will take place on March 22-25, 2010, in Reno, Nevada. The GFOA training programs provide the best educational opportunities available in the field of government finance.

### Member Discount

If you are not currently a member of the GFOA, we want to extend the member discount to you for the March 2010 seminars. To receive the member discount, please include a copy of this letter with your completed registration form.

### Early Discount

Register early and receive a 10 percent discount. Registrations must be received and paid in full by February 19, 2010.

### Group Discount

If your organization registers three or more attendees for the same seminar, you will receive a 10 percent discount on each registration. To receive the group discount, registrations must be received and paid together.

### Hotel Accommodations

A block of rooms have been reserved for the GFOA attendees at the Grand Sierra Resort. Based on availability, the GFOA's group rate is valid until February 19, 2010.

May 11-14, 2010  
Portland, Oregon

### Earn CPE Credit!

**Accounting and Reporting for Enterprise Funds and Stand-Alone**

**Business Type Activities - 8 CPE Credits**

**Advanced Governmental Budgeting &  
Strategic Planning - 16 CPE Credits**

**Advanced Governmental Accounting - 20 CPE Credits**

**Capital Budgeting and Infrastructure Finance - 16 CPE Credits**

Hotel reservations can be made at the **Hilton Portland & Executive Tower**.

Phone: 503-226-1611, Fax: 503-220-2565 Room rate: \$120 Tax: 12.5% Group rate is available until April 26, 2010.

If you have any questions regarding these seminars, please contact the GFOA at 312-977-9700 or at [training@gfoa.org](mailto:training@gfoa.org).

Government Finance Officers Association

## Group Training Seminars

Group-Line Course

Reno, Nevada

- March 22 Evaluating Internal Controls
- March 22 Assessing the Finance Function
- March 22-23 Advanced Tools: Long-Term Financial Planning
- March 23-24 Introduction to Performance Management
- March 23-25 Advanced Financial Reporting for Governments
- March 24-25 Treasury Management and Banking Relations

Visit [www.gfoa.org](http://www.gfoa.org) for course information and to register.

March 22 - 25, 2010

Earn CPE Credit

*Click to view the program!*

Government Finance Officers Association

## Group Training Seminars

May 2010 - Portland, Oregon

Classes will be held at the Hilton Portland & Executive Tower:  
921 SW Sixth Avenue • Portland, OR 97204

All classes will meet from 9:00 a.m. - 5:00 p.m. each day unless otherwise noted.

- May 11 Accounting and Reporting for Enterprise Funds and Stand-Alone Business Type Activities 8 CPE Credits
- May 11-12 Advanced Governmental Budgeting and Strategic Planning 16 CPE Credits
- May 12-14 Advanced Governmental Accounting 20 CPE Credits  
The last day of this class will meet from 8:30 a.m. - Noon.
- May 13-14 Capital Budgeting and Infrastructure Finance 16 CPE Credits

Visit [www.gfoa.org](http://www.gfoa.org) for course information, available discounts, and to register for these seminars and other GFOA training events.

Register today for GFOA's 104th Annual Conference, June 6-9, 2010, in Atlanta, Georgia.

Earn CPE Credit!

*Click to view the program and registration information*

## Agency Spotlight

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

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

## Monterey Bay CSMFO & CMTA Sessions

Date	Time	Session 1	Session 2	Session 3
Thursday, March 4	11 a.m. - 2 p.m.	Update on the Governor's proposals and League Initiative	Monterey, Santa Cruz and San Benito County Broadband Project for Economic Development, Government and Health	Easily and safely diversify your investments with CDARS
Thursday, May 20	11 a.m. - 3 p.m. *	State of the State-Governor's May Revise	Detecting and preventing Fraud	GASB update
Thursday, August 12	11 a.m. - 2 p.m.*	Essential tools and tricks for Microsoft Outlook and Excel (tentative)	TBD	
Wednesday, August 25	8 a.m. - 5 p.m. *	Intro into Government Accounting		
Thursday, October 28	11 a.m. - 2 p.m. *	Learn what the future holds for our lives, our careers and our communities.	TBD	

\*Times Tentative

**Location:** All sessions will be held at Watsonville Civic Plaza: 275 Main Street, Watsonville, CA 95076

**Lunch:** Lunch will be provided at all of the sessions.

For more information, or if you have any topics you'd like to hear about, know someone who might be have a good message to deliver or just want to suggest what type of dessert you'd prefer, please contact us.

Marc Pimentel  
Chapter Chair, CSMFO Monterey Bay  
Administrative Services Director, City of Watsonville  
831.768.3470  
831.763.4066 (fax)

Marissa Duran  
Chapter Chair, CMTA Division 4  
Financial Analyst, City of Watsonville  
831.768.3471  
831.763.4066 (fax)

## 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 Bradley at [ashley.bradley@staff.csmfo.org](mailto:ashley.bradley@staff.csmfo.org).

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

## Job Postings FEBRUARY 2010

### Senior Accountant, City of Riverside

**Salary Range: \$5,244 - 6,689 per month**

The City of Riverside seeks advanced professional accounting work in the maintenance and review of fiscal records and preparation of financial reports for the Public Utilities Department. Work involves performance of advanced accounting duties in the maintenance of complex, computerized accounting records. Work requires the application of professional accounting techniques to a variety of problems, considerable judgment in allocating charges and credits to proper accounts, and in the preparation of standard and special financial reports. Employee exercises independent judgment in the interpretation of procedures and regulations under general supervision. Work normally involves supervision of clerical and subordinate accounting personnel.

#### DUTIES AND RESPONSIBILITIES:

Typical duties may include, but are not limited to, the following:

- Maintain general and subsidiary ledger controls.
- Analyze, verify and reconcile general ledger accounts.
- Supervise and coordinate general ledger entries.
- Review and analyze contracts and/or leases made by the city to outside sources; verify contractors and/or lessee's fulfillment of contractual obligations.
- Assist in detailed preparation of annual financial and statistical reports.
- Assist in the development and implementation of special computer programs for accounting applications.
- Prepare a variety of monthly and quarterly financial reports.
- Assist in budget preparation.
- Assist in developing new and modifying accounting procedures.
- Coordinate accounting related activities with other city departments, divisions and sections.
- Supervise, train, and evaluate subordinate clerical and accounting personnel.

#### MINIMUM QUALIFICATIONS:

##### EDUCATION:

Equivalent to a Bachelor's degree from an accredited college or university with major work in accounting or business administration.

##### EXPERIENCE:

Three years experience in governmental or commercial accounting preferably including one year in a supervisory capacity. Possession of an appropriate, valid class

APPLICATION DEADLINE: February 21, 2010

### Director of Finance, Santa Margarita Water District

**Salary Range: \$126,542 - \$170,170 annually**

The Santa Margarita Water District seeks high quality candidate for the Director of Finance position now open with the retirement of the current incumbent. The District operates water and wastewater services in the southern portion of Orange County California.

The Director of Finance is a key leadership position and reports directly to the General Manager. The position oversees all areas of accounting and finance. Any combination of education and experience that has provided the knowledge, skills and abilities necessary for acceptable job performance will be considered.

The District offers CalPERS retirement plan at 2.7 @ 55, deferred compensation plan, health and other benefits. More information can be found on the job announcement brochure at [www.smwd.com](http://www.smwd.com).

APPLICATION DEADLINE: February 26, 2010

### Senior Accountant Auditor, City of Sacramento

**Salary Range: \$57,344 - \$86,016 annually**

#### ONLINE APPLICATIONS ONLY

Apply at: [www.cityofsacramento.org](http://www.cityofsacramento.org)

This position resides in the Department of Parks and Recreation, Recreation Services, and reports to the Operations Manager. The Senior Accountant Auditor provides primary fiscal, monitoring and accounting services of all

### Finance Director, City of Costa Mesa

**Salary Range: Up to \$168,132 annually DOQ**

As a member of the City's executive management team, this position serves as the chief financial advisor to the City Manager, City Council and City staff. Responsible for administering the City's \$116 million operating and capital improvement budget, the Finance Director supervises the Administration, Operations and Planning Divisions of the Finance Department.

In addition to excellent communications skills, the ideal candidate will be a receptive listener, possess a participative and inclusive management style and have successfully demonstrated an ability to build consensus among a variety of groups and interests.

The ideal candidate will possess extensive and progressively

responsible finance administration experience including at least three years of managerial experience. The successful candidate must possess a Bachelor's degree with major course work in finance, accounting, public or business administration. A pertinent graduate degree and/or registration as a CPA is desirable.

To request a detailed brochure, please call 714-754-5350, TDD: 714-754-5244, or visit the City's website. Interested candidates must submit an on-line application available on the City's Web site: [www.ci.costa-mesa.ca.us](http://www.ci.costa-mesa.ca.us) by clicking on "Employment Opportunities." EOE

APPLICATION DEADLINE: 5 p.m., February 19, 2010

### **Senior Accountant, Moulton Niguel Water District**

**Salary Range: \$3,808 - \$6,417**

#### **MOULTON NIGUEL WATER DISTRICT:**

This district was formed in 1960 to serve local ranchers in southern Orange County who were drawn together by a common need – Water. Today, the District serves over 167,000 residents in the communities of Laguna Niguel, Laguna Hills, Aliso Viejo, Mission Viejo, Dana Point, and San Juan Capistrano. The District consists of 100 full-time employees, dedicated to providing a high level of customer value and satisfaction to its customers.

#### **THE POSITION – SENIOR ACCOUNTANT:**

Under the direction of the District Accountant, the Senior Accountant performs professional accounting duties related to general ledger accounting. In addition, the Senior Accountant provides support to accounts payable, accounts receivable and payroll functions. This position works 7:00 a.m. to 5:00 p.m., Tuesday – Friday.

#### **EDUCATION and/or EXPERIENCE:**

A Bachelor's degree in accounting, finance, business administration or closely related field from an accredited university/college is desired and/or five (5) years of increasingly responsible bookkeeping and accounting-related experience or a combination thereof.

#### **APPLICATION AND SELECTION PROCESS:**

A District employment application is required and can be obtained at [www.mnwd.com](http://www.mnwd.com), the District office, or calling Amber Cutler at 949-448-4070. The most qualified applicants will be invited to participate in the interview stage of this selection process. The selected applicant must receive satisfactory results from a thorough background investigation that includes a credit check, a physical examination, and an administrative review. All applications must be received by Human Resources by Friday February 19, 2010 at 5:00 p.m. to be considered.

#### **FULL-TIME BENEFITS:**

- PERS Retirement 2% @ 55 with 3% cola (only Employer share paid by District)
- Safety Incentive program
- District paid medical, dental, vision insurance for employee, nominal fee for dependents
- 4/10 work schedule
- 80 hours Paid Vacation per year
- Accrue 96 sick hours per year
- 9 Designated Holidays per year
- Short and Long Term Disability
- 2 Floating Holidays per year
- Life Insurance coverage
- Tuition Assistance & Computer Loan Programs
- Deferred Compensation Options

APPLICATION DEADLINE: February 19, 2010

### **Finance Director, Solano Irrigation District**

**Salary Range: Up to \$117,603**

Solano Irrigation District is seeking a "hands-on" accounting professional with experience in developing accounting procedures, updating internal controls, and financial reporting. The Finance Director will have a collaborative approach to problem solving on an organization-wide basis and be seen as open, honest, and direct and able to deal with confidential and sensitive matters. Reporting to the General Manager, the top candidate for this position will be a self-assured individual that will support an organizational culture and work ethic that promotes best practices in public finance. The Finance Director, overseeing a staff of six, will give recommendations and provide advice to the GM and the Board of Directors. Candidates will have strong communication skills with the ability to make effective presentations. A Bachelor's degree is required with major course work in business administration, public administration, or a closely related field. An advanced degree is desirable. Salary range to \$117,603 with CalPERS Pension 2% @ 60 (the District pays both Employer and Employee share) plus other generous benefits. Apply prior to Friday, March 5, 2010 for first review. Email cover letter, resume, salary history and five professional references to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). For details on qualifying experience refer to recruitment brochure at [www.ralphandersen.com](http://www.ralphandersen.com). Confidential inquiries welcomed to Heather Renschler at 916-630-4900.

APPLICATION DEADLINE: March 5, 2010



### **Senior Internal Auditor, City of Santa Monica** **Salary Range: \$5,766 - \$7,118 per month**

Salary\*: Up to \$89,030 per year, which includes a base salary of \$85,416 per year and incentive pay + cashable leave days equaling up to \$3,614 per year. Excellent benefits. \*Salary pending City Council approval. This position may be eligible for an annual performance bonus (up to 10% of base salary) based on the employee's performance as determined by the appointing authority.

The position will accrue 12 days of sick leave per year, six (6) of which can be cashed out each fiscal year, starting with the end of the 2nd fiscal year (which is equivalent to 2.3% of base salary or up to \$1,965 year). The City has a compressed work week schedule (9/80) which results in the incumbent of this position receiving every other Friday off. In addition, there are 12 paid holidays per year and 12 days of vacation per year. NOTE: Classification Specification pending Personnel Board approval.

Under the City's Finance Department, the Internal Audit Division ensures that best practices are attained in operational areas. The Division develops, tests and improves internal controls city-wide and partners with departments to implement systems and business practices to increase accountability and transparency. Specifically, the Senior Internal Auditor performs complex financial, operational and compliance audits of City programs, operations and activities, and analyzes and recommends opportunities to strengthen internal controls, correct operational deficiencies and improve financial systems and procedures.

Requirements: Bachelor's degree from an accredited college or university in Accounting, Finance or a closely related field and three (3) years of recent, paid work experience performing financial, program or operational audits. Auditing experience in a public sector environment is desirable. One year of recent, paid lead or supervisory experience is desirable. CPA or CIA certification is desirable. Must possess a valid class C driver license.

APPLY BY: 5:00 p.m., Friday, February 19, 2010. APPLY AT: City of Santa Monica Human Resources Dept., 1685 Main St., P.O. Box 2200, Santa Monica, CA 90407. Phone: (310) 458-8697 or visit [www.smgov.net/hr](http://www.smgov.net/hr)

APPLICATION DEADLINE: 5 p.m., February 19, 2010

### **Finance Director, City of Inglewood** **Salary Range: \$98,772 to \$139,920**

Benefits Include: Paid Vacation, Holidays, Sick Leave, Administrative Leave, Medical/Dental/Vision coverage for family, 9/80 work schedule and Employer Paid Retirement Benefit (PERS 3% @ 60).

Under the general supervision of the Assistant City Administrator - Chief Financial Officer (ACA-CFO), the Finance Director plans, directs, supervises and coordinates the overall financial functions for the City of Inglewood, including providing active leadership to the City's Finance Department. The Department includes the functions of financial reporting, budget development, accounts payable, payroll, cashiering, billing and customer service, tax enforcement and procurement. The Department has a budget of about \$5 million and a staff of 46.

To compete in this selection, candidates must have as a minimum a bachelor's degree in finance, accounting, business administration or a closely related field, AND seven (7) years experience in municipal financial management, accounting, or banking, including three (3) years at a senior management level. A Master's Degree or CPA is preferred.

Closing Date: February 19, 2010. A detailed brochure and application is available on the City website at: [www.CityofInglewood.org](http://www.CityofInglewood.org)

APPLICATION DEADLINE: February 19, 2010

### **Principal Accountant, City of Moreno Valley** **Salary Range: \$5,826 - \$8,202 per month**

PRINCIPAL ACCOUNTANT. Salary – \$5,826 - \$8,202/mo.; excellent benefit package worth \$12,000/yr, plus 2% of salary, and PERS (2.7% @55). This position is responsible for providing direction and supervision for fiscal staff and will perform diverse and specialized accounting work. Other duties include assisting in the development of the City's annual budget and the review and preparation of revenue projections and budget estimates. The Principal Accountant also will lead in the development and completion of the annual external audit, and participate in establishing departmental operating plans. To apply, submit a completed City of Moreno Valley application to the Human Resources Department at 14177 Frederick St., P.O. Box 88005, Moreno Valley, CA 92552-0805 no later than 4:00 p.m., Thursday, February 11, 2010. For more information, call (951) 413-3045 or visit our web site at <http://www.moreno-valley.ca.us>

APPLICATION DEADLINE: February 11, 2010

## Information Technology Manager, Orange County Fire Authority

**Salary Range: \$43.16-\$68.59 Hourly \*  
\$7,481.07-\$11,888.93 per month**

**CLASS SUMMARY:** Incumbent is responsible for managing the staff and operations of the Information Technology Division.

**DISTINGUISHING CHARACTERISTICS:** The Information Technology Manager is the ninth level in a nine level information systems series. The Information Technology Manager is distinguished from the Information Technology Supervisor by its management responsibilities over the Information Technology Division.

**Examples of Duties:**

**ESSENTIAL FUNCTIONS:** (These duties are intended to be representative sample of the duties performed by the class.)

Provides leadership and direction to technical employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.

Manages information systems and technology activities, functions, infrastructure, operations, and resources.

Manages the implementation of enterprise information technology strategic direction and solutions to reduce costs and/or improve performance/customer service.

Manages feasibility studies, performance trend analysis, and the development of strategic and tactical plans to identify and implement appropriate technology solutions.

Manages, establishes, and implements division policies, procedures, technical standards, and methods; develops organizational goals and expectations related to information technology; and develops organizational structure to properly address strategic issues.

Develops, manages, and administers the IT Division budget, including the Information and Communications Capital Improvement Plan.

Manages the development, negotiation, and administration of information technology contracts and contractors.

Develops disaster and/or other contingency plans that are required to maintain essential services; restores normal operations following disasters or emergencies while mitigating costs.

Manages enterprise projects/programs/contracts through project planning, task definition/assignment, staffing plans, coordination/supervision of meetings & project reviews.

Prepares a wide variety of reports related to information technology plans, projects, performance, and accomplishments.

Monitors state and federal legislation that may influence information systems, policies, and/or procedures.

Performs other duties of a similar nature or level.

**Typical Qualifications:**

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE** (position requirements at entry): Bachelor's Degree in Computer Information Systems, or a related field and seven years of progressively responsible information systems experience, including four years of project management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSES AND CERTIFICATIONS** (position requirements at entry):

Candidates must possess a valid California Class C or higher driver's license, or have the ability to obtain one prior to date of appointment, and may be required to use an Authority means of transportation.

**KNOWLEDGE** (position requirements at entry):

Management analysis, organizational design and personnel management principles; capacities, characteristics, and limitations of technology related software and equipment; project management techniques; applicable federal, state, and local codes, laws, rules, and regulations; strategic planning principles; technical writing methods; budget principles and contract negotiation and administration; technology issues involving computer systems, networks, and telecommunications; report writing methods.

**SKILLS** (position requirements at entry):

Monitoring and evaluating employees; prioritizing and assigning work; using computers and applicable software applications; managing large, multi-departmental projects; analyzing issues; applying technological solutions which enhance and/or increase business operations; translating enterprise business requirements into automated solutions; developing and implementing strategic plans/projects; evaluating technology programs; analyzing current and potential project impacts of technological advancements; writing technical documents; creating and implementing policies, procedures, and standards; developing and managing budgets; evaluating state-of-the-art

communications, technology, operations, and applications; preparing contracts and legal conditions/ramifications; preparing reports and giving presentations; analyzing and evaluating legislative impacts; communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### WORKING CONDITIONS:

Incumbents may be subjected to moving mechanical parts, electrical currents, intense noises and travel.

#### NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

#### Supplemental Information:

#### SELECTION PROCEDURE:

#### REQUIRED: APPLICATION AND RESUME

Candidates must complete an online application and submit up to a two page resume size 12 font.

Any unsolicited materials may be attached, but will not be considered in lieu of the required application and resume.

Initial Application and Resume Review (Refer/Non-Refer): The Human Resources Division reviews all application materials to identify the qualified and/or better qualified candidates to be referred to the next step of the competition.

In-depth Resume Review: The information provided in the resume will be reviewed and rated. Only the better qualified candidates will be referred. The Authority reserves the right to require a supplemental questionnaire if the number of applicants is high.

Panel Interview (100%): Referred candidates will be invited to an interview.

Tentative dates for the interview process:

First round of interviews - week of March 1, 2010

Final selection interviews - week of March 8, 2010

Start date - week of April 5, 2010 or sooner

Score Group Banding: Qualified candidates will be placed in either Score Group A, B, or C based on their interview scores.

Selection Procedure Revision: All affected persons will be notified if a revision to the selection procedures becomes necessary.

#### EMPLOYMENT INFORMATION

OCFA web site at [www.ocfa.org](http://www.ocfa.org)

For questions regarding this employment opportunity, call Sally Teramura in Human Resources directly at 714.573.6808.

ADA Accommodation: In accordance with the Americans with Disabilities Act (ADA), persons with disabilities desiring reasonable accommodation may contact Sally Teramura in Human Resources at 714.573.6808.

#### New Employee Requirements:

Medical examination, including a drug screen administered by the OCFA's examining physician; fingerprinting and background check; oath of allegiance to the United States of America and the State of California.

APPLICATION DEADLINE: February 5, 2010

### **Finance Manager, Livermore Area Recreation and Park District**

**Salary Range: \$74,460-\$90,804 Annually plus excellent benefits**

Working under the direction of the General Manager, the Finance Manager assists in the administration of the District by performing a wide range of responsible fiscal activities to include revenue management, debt service management, budget development, property tax analysis, district fiscal oversight, budget and cash flow projections, fiscal policy development, internal controls and auditing, general ledger oversight, payroll/benefits supervision, grant funds management, interaction with other governmental agencies, and oversight of the District's Information Technology Systems.

Education: Graduation from a college or university with a Bachelor's degree in accounting, finance, business administration, or an approved allied field. A Master's degree is highly desirable.

Experience: Four years of professional fiscal management

responsibility in government, the private sector, or recreation and parks agencies, with at least two years in a supervisory capacity. Experience in a public agency is preferred.

APPLY BY: February 5, 2010, 5:00 P.M. Tentative start date: April 16, 2010. A District application packet and a personal resume are required to apply. To request an application packet contact: Livermore Area Recreation and Park District, 4444 East Avenue, Livermore CA 94550-5053, (925)373-5700. Application and formal job announcement are online at [larpd.dst.ca.us](http://larpd.dst.ca.us)

APPLICATION DEADLINE: 5 p.m. , February 5, 2010

### **Deputy Finance Manager, Imperial Irrigation District**

**Salary: \$141,257 to \$180,282**

Established in 1911, the Imperial Irrigation District (IID) is the nation's largest irrigation district and serves one of the fastest-growing regions in the West. IID provides Imperial with water and energy. The District is seeking a Deputy Finance Manager who will be responsible for four divisions within the Finance Department: Rates and Contracts, General Accounting, Budget and Controlling and Treasury. There are approximately 18 employees and an operating budget of \$5.2 million. Priority areas will include refining the close out of the work order system, internal controls, and the annual audit (insuring there are not management comments). Expertise in rate setting and financing will be a plus. Experience overseeing staff responsible for debt management would also be valued. The ideal candidate should possess a Bachelor's degree with a major in Accounting, Business or Public Administration and ten years of extensive and progressively responsible experience in the management of a public utility finance program, information system and operational analysis including planning, organizing, directing and controlling accounting, financial and investment functions. The salary for the Deputy Finance Manager is \$141,257 to \$180,282 and is dependent upon qualifications. If you are interested in this outstanding opportunity, please apply on line at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com). Please contact Bob Murray at (916) 784-9080 should you have any questions. Brochure available. Closing date February 5, 2010.

APPLICATION DEADLINE: February 5, 2010

### **Senior Auditor & Controller Manager - Financial Accounting and Reporting Option, County of San Diego**

**Salary: \$85,000 - \$98,000**

Starting salary range will be from \$85,000 to \$98,000. Salary will be commensurate with experience.

The County of San Diego's Auditor and Controller Department is recruiting for the position of Senior Auditor and Controller Manager – Financial Accounting and Reporting (FAR) Option. This is a challenging career opportunity for an exceptionally qualified

and highly motivated individual. This position is responsible for a broad variety of functions and requires excellent management, organizational, project management and customer service skills.

This unclassified management position reports to the Deputy Controller and is primarily responsible for: managing and directing the preparation of a variety of reports including the County's Comprehensive Annual Financial Report (CAFR) which contributes to maintaining, or improving the County's credit rating; and the Annual Road Report; supervising and guiding professional accounting staff, interpreting, implementing and evaluating compliance with new and existing accounting requirements, providing guidance on proper treatment of complex financial transactions in accordance with generally accepted accounting principles and Governmental Accounting Standards Board pronouncements; establishing and managing the division budget; establishing business processes, internal controls, policies and guidance for financial transactions in the Oracle General Ledger; supervising the accounting for all County issued debt and reporting of same in the CAFR; overseeing staff that perform accounting services for external entities; being a "knowledge worker" and identifying business process reengineering improvement opportunities.

The Auditor and Controller is the leading financial management resource of the County whose long-term objective is to continue to broaden our role of controller into a provider of value-added financial services. Governed by the overriding principles of fiscal integrity, customer service, and continuous improvement, the Auditor and Controller has four primary responsibilities, including maintaining accounts for the financial transactions of all departments and of those agencies or special districts kept in the County treasury in accordance with County Charter, Government Code and generally accepted accounting principles; audit services; professional accounts receivable and collection services; and accounting services that advances the goals and visions of the Board utilizing the General Management System and County's Strategic Plan.

#### **Minimum Requirements:**

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency with a major in accounting, business administration, finance, public administration, or a closely related field, AND, seven (7) years of professional experience in accounting, auditing, business, or public administration, and, if a current County employee - two (2) years of which must have been at a level of a Senior Auditor, Senior Accountant or Administrative Services Manager II, or higher in the County of San Diego.

Notes: A CPA certificate will be considered as meeting the educational requirement and is highly desirable.

#### **Application and Evaluation Procedures:**

Employment applications can be accessed and submitted online at [www.sdcountry.ca.gov/hr](http://www.sdcountry.ca.gov/hr). In addition to completing the online application, please attach a resume at step one of the appli-



cation process. If you do not attach your resume directly to your application at the time that you apply, please fax your resume to (619) 236-1196 or email it to [kevin.scott@sdcounty.ca.gov](mailto:kevin.scott@sdcounty.ca.gov) after submitting your on-line application. Applications will be accepted until there are a sufficient number of highly qualified applicants from which to make a selection. For earliest consideration, you are encouraged to apply as soon as possible.

For questions about the application process, contact Kevin Scott, Human Resources Analyst, at 619-531-5479 or [kevin.scott@sdcounty.ca.gov](mailto:kevin.scott@sdcounty.ca.gov). For questions about the position, please contact Brian Ruehle, Deputy Controller at 619-531-5341 or [brian.ruehle@sdcounty.ca.gov](mailto:brian.ruehle@sdcounty.ca.gov).

APPLICATION DEADLINE: Open until filled

### **Director of Management Services, City of Monterey Park**

**Salary Range: \$10,716 - \$13,709**

The Director will oversee the operations and services of the Management Services Department which includes the Finance Division: data processing/network, and Support Services Division operations. A Bachelor's degree in Accounting, Business Administration, Finance, Public Administration, or a related field (Master's degree is preferred) and at least 7 years of progressively responsible administrative and supervisory experience in public administration in a comparable position or other managerial capacity that includes supervisory. Possession of a valid California Class C driver's license is required. Apply by 2/10/2010. Required application and information available at [www.ci.monterey-park.ca.us](http://www.ci.monterey-park.ca.us) or 626-307-1334.

APPLICATION DEADLINE: February 10, 2010

### **Financial Services Manager - Treasury, City of Livermore**

**Salary Range: \$7,992 - \$9,990 per month**

The City of Livermore has an exciting employment opportunity for an individual who has strong financial management and governmental accounting experience to join the Finance Division of the Administrative Services Department. Under the direction of the Administrative Services Director, the Financial Services Manager will serve a key role with responsibilities over financial reporting, investments, budget, and audits.

The Finance Division is one of three divisions within the Administrative Services Department. Providing for the overall financial management of the City and to protect its financial ability to meet its citizens needs now and in the future, the Finance Division serves an integral part in the City by preparing and monitoring the City's \$245 million operating and capital improvement budgets and managing a \$172 million investment portfolio.

For more information, visit the City's website at [www.ci.livermore.ca.us](http://www.ci.livermore.ca.us). Apply immediately as the recruitment may close at any time.

The City of Livermore is an equal opportunity employer and supports workforce diversity.

APPLICATION DEADLINE: Open until a sufficient number of qualified apps received

### **Accountant, San Juan Capistrano**

**Salary Range: \$4,878 - \$5,929 per month**

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; reconciling 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. Excellent communication skills (oral and written are, and will have 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.

#### **Qualifications Guidelines:**

##### **Education and Experience:**

A Bachelor's degree from an accredited college or university, with major course work in accounting, finance, or a related field. Governmental accounting experience is highly desired.

##### **Knowledge and Abilities:**

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 contacted in the course of work.

Licenses, Registrations, and/or Certifications: Possession of a valid California driver license.

Physical Requirements for Position: Ability to sit or stand at a work station for extended periods of time; visual acuity for reading numerical figures; ability to open and close file drawers, cabinet doors and desk drawers, ability to move about department office and city hall area; sufficient manual dexterity to use basic office equipment; ability to bend, stoop, reach, grab, twist, push or pull body or work materials used in assigned tasks and responsibilities.

Working Conditions: The position requires the ability to work indoors in an office environment; extensive use of computer keyboards, and exposure to computer screens.

Compensation and Benefits: The salary range for this position

is \$4,878 - \$5,929/month. Comprehensive medical, dental, vision, life and disability insurance programs are provided and are 100% City paid for employees and dependents. Paid vacation is 10 to 20 days per calendar year depending on length of service. Sick leave is 12 days per calendar year. Retirement, deferred compensation, and tuition reimbursement programs are also offered. The City is a member of the Orange County Employees Retirement System (OCERS), with a benefit of 2.7% annual salary per year of service at age 55. OCERS is reciprocal with PERS. The City also provides a \$20/month deferred compensation match, up to \$4,000 annually in tuition reimbursement, a 9/80 work schedule and a bonus plan for applicable certifications.

**Application Procedure:** Individuals wishing to apply must submit a completed City application form and supplemental questionnaire as follows: Filing deadline for applications and supplemental questionnaire 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 extension 949/443.6322.

**Selection Procedure:** The applications will be screened and applicants possessing the most desirable qualifications will be invited to participate in an oral interview with a board of professionals. All candidates will be notified by mail of the results of the selection process.

#### Equal Opportunity Employer

The City of San Juan Capistrano recruits and hires without regard to race, color, religious creed, physical or medical condition or handicap, sex, age, marital status, or natural origin, except in these specific instances whereby a bona fide occupational qualification demands otherwise. The herein does not represent an expressed or implied contract, and the provisions notes herein are intended only as a general guidance for prospective applicants and may be modified or revoked without prior notice or agreement.

**APPLICATION DEADLINE:** Open until filled

### Financial Analyst, Pomona College

**Salary Range: DOE**

Reporting directly to the Vice President and Treasurer, you will be responsible for planning and executing a number of projects covering finance, investments, facilities planning, HR, budget and process mapping/review. This will encompass performance of benchmark studies, development of program cost data/performance measures, multiyear capital plans and business processes/organizational reviews. You will also prepare/analyze grants and budgets as well as identify impacting economic trends.

The ideal candidate has 3-5+ years in local government, small business or non-profit financial analysis (CPA or CFA a plus); an MBA or Master's in a relevant field; background in decision-making tools such as net present value analysis, payback, internal rate of return, weighted average cost and cost-benefit (proficiency in CARS, CX or other higher education software a plus);

excellent interpersonal, multi-level interaction, communication, learning and goal-achievement skills.

Please send cover letter, resume, salary history to: Pomona College, Attn: Human Resources, 550 N. College Ave., Claremont, CA 91711-6366. Documents can also be submitted via email or fax: [staffjobs@pomona.edu](mailto:staffjobs@pomona.edu)  
Fax 909-607-1726.  
EOE

**Accounting Analyst, Capital & Grant Programs, Golden Gate Bridge, Highway & Trans. Dist.**  
**Salary Range: \$74,334.00 to \$ 89,856.00 annually, plus excellent benefits**

#### THE POSITION:

The Golden Gate Bridge, Highway & Transportation District (District) is seeking an energetic, Accounting Analyst to perform a variety of complex level grant accounting duties and analyses to support the preparation and maintenance of District financial records and reports under the general supervision of the Accounting Supervisor. This position is the primary contact at the District for grants accounting/audits and also acts as the accounting lead for other specified contractual obligations of the District which may include meeting attendance and required reporting in these areas. The Accounting Analyst will be responsible for reconciling the Construction In Process (CIP) records to the General Ledger and to grant revenues, and will research and resolve any discrepancies. Additionally, this position will oversee the Fixed Asset Module of the accounting software, and will ensure items are recorded, depreciated and disposed of timely and accurately, and will also add improvements to the current Fixed Asset process and software, wherever possible. This position takes a leadership role in guiding internal management on capital accounting policies and procedures and may on occasion lead others within the Accounting Department for specific position-related matters. This position assists in the development and implementation of program policies and procedures and performs other related duties as required or assigned.

#### REQUIREMENTS:

##### EXPERIENCE:

Must possess a Bachelor's degree which should include solid course work in Business, Accounting, Public Administration or a closely related field. Requires a minimum of four (4) years recent full-time experience performing position-related accounting/auditing/grant duties reflecting intermediate to advanced complexity in the following key areas: grant billing, reporting, and reconciliations. Additionally, a minimum of (4) four years intermediate to advanced experience using Microsoft Office products with a major emphasis using Excel. Requires solid experience in utilizing accounting software products.

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

Must possess and maintain a valid California Driver's License and satisfactory driving record.

(May drive a District vehicle on an occasional 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 and cover letter and supplemental questionnaire, must also be submitted at time of application. Evidence of degree will be confirmed at time of offer.

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.

APPLICATION DEADLINE: Open until filled

### **Chief Financial Officer, The Housing Authority of the City of Los Angeles**

**Salary Range: \$150,000 to \$180,000**

The CFO will oversee an organization-wide budget of \$850 million with management oversight of Finance, General Services and Internal Audit Departments (staff of 50). The successful candidate will have significant fiscal experience within a public or private agency which includes responsibility for the full range of financial management activities including budget preparation, execution and control. Candidates must have strong communication and interpersonal skills and be seen as a strategic and innovative leader. This is an at-will position and serves at the pleasure of the Authority, reporting directly to the COO. A Master's degree in Business Administration or closely related field is strongly preferred. Possession of a certificate as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is preferred. The salary range is \$150,000 to \$180,000 plus an excellent benefits package including 2.7% @ 55 PERS Retirement. Interested candidates should submit qualifications via e-mail to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). This position is considered open until filled. Ideally, the new CFO will begin work in January/February 2010 or sooner. Review of candidates will be on going throughout the process. Inquiries are welcome to Heather Renschler at (916) 630-4900. A detailed brochure is available at [www.ralphandersen.com](http://www.ralphandersen.com).

APPLICATION DEADLINE: Open until filled

### **Revenue Manager, City of Glendale**

**Salary Range: \$97,428 - \$120,696**

The City of Glendale seeks an experienced Revenue Manager to perform a wide variety of professional duties related to the planning, organization, and oversight of the City's revenue management activities.

Requires a Bachelor's degree in a related field and five years of progressively responsible financial experience, including two years of financial supervisory experience. Prior revenue management experience is highly desirable.

For more information or to download an application, please visit [www.ci.glendale.ca.us](http://www.ci.glendale.ca.us).

APPLY IMMEDIATELY. Recruitment may close at any time.

APPLICATION DEADLINE: Open until filled

### **Administrative Analyst-Contracts & Grants, Sonoma-Marín Area Rail Transit**

**Salary Range: \$97,428 - \$120,696**

The Sonoma-Marín Area Rail Transit District (SMART) is a government transit agency funded through local tax dollars (Measure Q) that will provide a 70-mile passenger train and multi-use pathway through the hearts of Marin and Sonoma Counties in the north San Francisco Bay Area.

Scheduled to begin service in 2014, SMART will serve 14 stations in the two counties with modern, state-of-the-art commuter rail vehicles. The District is currently in the design and engineering phase of the project, with construction scheduled to start in 2012.

Under general direction from the Chief Financial Officer, the Administrative Analyst performs a variety of professional level duties in support of contract and grant management, budget development, administration, financial analysis and SMART capital project controls. The incumbent will coordinate and track agreements, documents, costs, invoices and overall fiscal spending (with timelines) for a variety of contracts and grants.

Overall assignments and projects ensure the District's clear and accurate tracking and reporting for multiple funding sources, consultant contracts, reporting and supporting grants for this \$600 million project.

This newly developed position will assist SMART managers through the design and construction phases by tracking multiple and complex design, engineering, real estate and construction contracts, assisting in researching and writing grant applications/proposals, monitoring program compliance with state and federal guidelines and conducting professional-level studies and analysis related to administrative, fiscal, organizational, staffing and operational functions and activities which may have agency-wide implications.

Qualifications: Typically, graduation from a four-year college

or university with major coursework in public administration, finance, accounting or a field related to the work and at least three years of work experience in finance, government accounting, administration or a similar field. Knowledge of transportation finance issues desirable but not required.

For a full job description and application information call 707-799-3575 or visit the website: [www.sonomamarintrain.org](http://www.sonomamarintrain.org)

APPLICATION DEADLINE: Open until filled

### **County Finance Director/CFO, County of Riverside**

**Salary Range: \$132,894 - \$238,871 DOQ**

Under the direction of the County Executive Officer (CEO) and the Assistant CEO, the County Finance Director is the Chief Financial Officer and will control and direct the development, implementation, and maintenance of the Riverside County budget and various financing programs. This includes financing capital improvements and insurance programs, providing staff support to the County Bond Debt Advisory Committee, CORAL (County Asset Leasing Corporation) and various Joint-Powers Authorities of which the County is a member, and negotiating City/County Redevelopment Cooperation Agreements. The position will also advise and assist the County Executive Officer in establishing funding priorities, determining service levels, and allocating budget resources. Additionally, the incumbent will perform specialized administrative assignments of county-wide significance and supervise Deputy County Executive Officers and analysts assigned to the development, review, and monitoring of the County budget and various financing programs.

APPLICATION DEADLINE: Open until filled

