



JUNE 2011

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President's Message

— Scott P. Johnson, Finance Director, City of San Jose, 2011 CSMFO President

Although it was challenge traveling to and from the 105th annual Government Finance Officer's Association (GFOA) conference that was held in San Antonio Texas the week of May 22 through the 25, it was a pleasure attending the conference. The latest news revealed that there were more than 150 confirmed tornadoes that raged across the heart of the country from May 20 to the 27. My heart and prayers go out to all those affected along with their families and loved ones who lost their lives, were injured, and had property that suffered from damage. Those of us who were traveling during this bout with Mother Nature were surely reminded of the good fortune and blessings we have, and most fellow travelers were very patient and calm as our flights were canceled and/or delayed.

The conference once again proved to be a wealth of training and information sharing opportunities. Due to my travel delay, I was only able to attend a portion of a pre-conference session Saturday afternoon on public private partnerships. On Sunday afternoon I attended two very good sessions, the first on "Lean Process Improvement - Methods for Reducing Costs and Streamlining Processes." The second session I attended was on "What Finance Officers Need to Know on Collective Bargaining Strategies."

On Monday morning the keynote address was presented by Joseph P. Quinlan, managing director and chief market strategist, U.S. Trust, Bank of America Private Wealth Management. Quinlan summarized reasons why the U.S. economy is poised for recovery, due to many factors including growing consumer appetite and global emerging markets, for which indicators are strong. (It was good to hear some positive trends on the US economy.)

During Tuesday's general session, GFOA Executive Director and CEO Jeffrey L. Esser moderated a panel discussion on "State and Local Government Pension Plans: Myths versus Realities." The panel discussed the facts about the funded status of public pension funds, and reform efforts in the states.

Tuesday's general session was very fitting and timely for me given that a week prior to my departure to the conference, our Mayor, Vice Mayor, and two council members authored a memo for the San Jose City Council to consider certain fiscal reforms including declaring a fiscal and public safety emergency, amending the City Charter to limit retirement benefits for existing and future employees, and requiring voter approval of increases in retirement benefits.

On this topic, all you have to do is Google the words "public pensions" and you will get a myriad of recent reports on the solvency of public retirement systems and various perspectives on their long-term funding. Some may argue that there are significantly greater funding shortfalls than pension system administrators claim. Many of these reports suggest that drastic and immediate action is needed to close those shortfalls, while others argue that the issue is more complex than it's been made out to be.

Continues on next page

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President's message continued

Given the sensitivity and the on-going discussions of this issue back home in San Jose, I was compelled to focus my attention on the pension reform track of the conference.

While attending the sessions and carefully listening to the various views on public retirement systems, I also picked up a number of valuable resource references. For example, The National Institute on Retirement Security (NIRS) was referenced by a number of speakers as a great resource for research on this topic. NIRS is a not-for-profit organization established to contribute to informed policymaking by fostering a deep understanding of the value of retirement security to employees, employers, and the economy through national research and education programs. NIRS seeks to encourage the development of public policies that enhance retirement security in America. NIRS has issued nine research reports and six research briefs. You can find the reports at www.nirsonline.org.

Another resource cited was The Center for State and Local Government Excellence, a non-partisan, non-profit organization, which conducts research to shed light on public sector issues. The Center's initial work focuses on public employee pensions and retiree health care benefits and their costs. Its objective is to put these issues into perspective for policy leaders and the public. A recent report was released by the Center in January 2011, "State & Local Pensions, An Overview of Funding Issues and Challenges." You can view this report and others conducted by the Center at www.slge.org.

I also attended a session on "Pension Accounting: A Work in Process." Given the highly publicized financial plight on a number of governments, which has brought unprecedented scrutiny of this topic to the mainstream press, the Governmental Accounting Standards Board (GASB) is in the process of re-examining current accounting practices, and has already indicated major changes are likely. As government finance officers we need to continue to pay close attention to these issues, provide input, debate our various professional perspectives, and stay in tune with the GASB's conclusions to date.

I encourage all of us to continue to be engaged, keep informed, and be a resource to our organizations as many of us are faced with increased compensation costs, especially for pension funding, while at the same time we are slashing budgets and reducing services to our community. There needs to be a balance with a measured, incremental, objective approach that we take as finance officers in performing our fiduciary duties and in providing professional advice and recommendations to our elected officials.

A consortium of 10 organizations, including GFOA, recently published a "Facts on State and Local Government Pensions" (fact sheet). You can find the fact sheet at www.GFOA.org. It is important to note that as we gather third party resources and related information on this topic, that we also review our specific pension and other post employment benefit (OPEB) systems and conduct our independent due diligence analysis on their funding status, funding levels and fiscal sustainability. Every system will have its own specific outcomes and results, which may warrant changes in actuarial assumptions as well as potential changes in benefit and funding levels. For example, the fact sheet referenced above states that "the portion of state and local government spending dedicated to retirement system contributions is about 3 percent." In San Jose's case, based on a recent audit conducted by our City Auditor on "Pension Sustainability," our City Auditor concluded that San Jose's employer contributions (for Pension and OPEB) are far more than that; 6 percent in 2000-01, to 17 percent in 2010-11, to budget projections of 28 percent in 2015-16. In addition, while the fact sheet cites median public pension investment returns of 9.25 percent, San Jose's were 7.5 percent over the last 30 years. Our City Auditor concludes that rising pension costs threaten the City's ability to maintain

Continues on next page

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

President's message continued

service levels and her report provided alternative recommendations to the City Council for a sustainable future including (1) additional cost sharing by employees, (2) eliminating or at least prohibiting transfers in and distribution of supplemental benefits when the plans are underfunded, (3) prospective changes in the plans for existing employees, (4) a second tier pension for new hires, and/or (5) joining CalPERS.

The political, policy and legal discussions continue in San Jose on the proposed issues of pension reforms, as the public, employees, bargaining representatives, press, financial institutions, and rating agencies are paying close attention, and in some cases engaged and/or watching from the sidelines. As the Director of Finance for the City, I continue to believe that sound management of retirement plans is essential to protect taxpayer interests and to ensure retirement security for employees. The GFOA issued an advisory in 2010 that emphasizes the importance of certain practices that every municipality should follow:

- Make annual required contributions
- Establish appropriate full-retirement ages
- Be realistic about investment assumptions
- Avoid retroactive benefit increases
- Avoid pension formulas that allow the inclusion of extraordinary income into the formula on which pension benefits are based

I agree with the recent conclusions from the Center's January 2011 report, "There are no easy solutions to the pension funding challenge. Whatever approaches governments choose, they will need to take a long view and fully consider the complexities of workforce planning and retirement security." If you are reading this prior to our CSMFO Legislative Symposium scheduled for June 9 in Sacramento, I would like to remind you that we have a great panel discussion scheduled on this topic.

On a lighter note, I would like to close by highlighting two events I attended while at the GFOA Conference. First, with the objective of re-establishing an annual tradition at the GFOA conference, we hosted a CSMFO reception event at Pat O'Brien's on Monday evening. Special thanks to Laura Nomura, our President Elect, for taking the lead to coordinate this event and thanks to Marry Dodge, former Board member and member of the Annual Conference Committee for carrying the torch for the in-person coordination at GFOA. Although the attendance was a bit light, we appreciate all those who were able to attend. It was great connecting with you in San Antonio.

Finally, during the conference my wife Sue and my daughter Jennifer and I took time to have a bit of fun. We enjoyed GFOA's Texas Fest featuring the Lester Meier Rodeo Tuesday evening. My daughter even joined Mary Dodge as they entered the armadillo pen and participated in the armadillo races. This was our first rodeo we ever attended, and we had a blast. ■

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Executive Director's Message

— Melissa Dixon

What are you doing on June 9? I'll be at the Sacramento Convention Center, listening to an amazing line-up of speakers at this year's Legislative Symposium. Pre-registration is already closed, but you can still sign up onsite!

Topics for this year's Symposium include:

Pension Reform – hear ideas on how to reduce your liabilities
 State Budget – hear both sides of the argument
 Roundtable Discussions – what do YOU want to discuss?

Also joining us on June 9 are our two noted keynote speakers, [Michael Coleman](#) and [Kevin Eckery](#).

Remember to register, as space is limited! I look forward to seeing you there! ■



CSMFO now has an online membership directory!

Search for CSMFO members at www.csmfo.org.

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CalPERS Commits to Campaign for Innovative Environmental Sustainability

By Laura Enderton, CalPERS Stakeholder Relations

Anne Stausboll, Chief Executive Officer of the California Public Employees' Retirement System (CalPERS) and speaking Co-Chair of Ceres, in May announced plans to implement environmental, social and governance (ESG) commitments that were developed by a diverse group of key economic players.

"Two dozen top executives from Fortune 500s, organized labor, foundations, investment firms and pension funds discussed the urgency of the challenges before us and what we could do collectively and individually to catalyze global-scale action," she said in opening the May 11-12, 2011 Ceres Conference.

Ceres, a national nonprofit coalition of investors, environmental organizations and public interest groups, sponsored a day-long planning ESG commitment development session last December at the CalPERS headquarters in Sacramento. Ceres works with companies to address sustainability challenges such as global climate change and water scarcity.

Stausboll announced four commitments by CalPERS to implement the CalPERS/Ceres vision:

- Complete a process by August for integrating ESG actions into investment decision-making in a uniform way across all five CalPERS asset classes – public and private equity, real estate, fixed income, and inflation-linked commodities, infrastructure, forestland and bonds. Investment staff first will identify global best practices, then ask CalPERS senior investment officers to write ESG goals into appropriate contracts.
- Generate the first annual responsible investment report to the CalPERS Board in September detailing how the pension fund will take a total fund approach to integrating ESG objectives.
- Integrate the Ceres Roadmap for Sustainability into CalPERS corporate governance engagements with public companies, including the Fund's annual Focus List program that identifies underperformers for private engagements with investment staff.
- Collaborate with the California State Teachers' Retirement System (CalSTRS) and other signatories of the Investor Network on Climate Risk (INCR) to encourage Russell 1000 companies to address environmental sustainability issues. Ceres has been mailing out letters asking for company support.



"Each of the signatories is making a specific commitment," Stausboll said. "The letter will request that their management teams and boards address sustainability issues across their organizations – from the boardroom, to their operations, across their supply chains."

CalPERS already has substantial ESG-related investments, including \$1.5 billion in private equity clean technology, more than \$500 million in an internally-managed public stocks environmental index fund, a successful five-year program that reduced real estate energy use by 20 percent, continuing engagements with portfolio companies on ESG issues, and collaboration with CalSTRS in launching an independent database for potential corporate board candidates who have diverse backgrounds.

Overall, CalPERS is advocating that investors focus on concrete ESG issues and collaborate to avoid fragmenting their agendas, obtain better data that includes key ESG verifiable performance indicators that can be integrated into financial statements, and improve contracting with fund managers in asset classes and externally managed portfolios to advance ESG-related disclosure. The Ceres Roundtable Statement is in the CalPERS Press Room at www.calpers.ca.gov.

CalPERS is the nation's largest public pension fund with approximately \$237 billion in market assets. It provides retirement benefits to more than 1.6 million State, public school, and local public agency employees, retirees, and their families, and health benefits to nearly 1.3 million members. The average CalPERS pension is \$2,220 per month. ■

Additional Resources

[Ceres 2011 Roundtable Statement](#)

The Pending Storm in Meeting and Funding NPDES Requirements

By Dan Schaaf, PE, Schaaf & Wheeler, and Tim Seufert, NBS

The proverbial bar in storm drain management is being raised – again. California communities, already burdened by aging systems and existing standards, are facing dramatically increased requirements for storm drainage efforts as required by the conditions of the National Pollutant Discharge Elimination System (NPDES) as administered by the State Regional Water Quality Control Boards.

The requirements that will be effective in the next couple of years for eliminating trash and pollutants from the storm drain systems will be arduous, and very expensive. Along with these water quality requirements, California's storm drain systems are aging, the population is increasing, the climate is changing, and the demands on our systems are higher than ever. A well vetted and technically appropriate storm drain master plan is needed.

Planning and Engineering

Storm drain management requires proactive planning, the right infrastructure, along with regular operations and maintenance. Developing, or updating, a storm drain master plan is a good place to start, and contemplate the needs, design requirements, and unique attributes of your community. For many years in many communities, storm drain management has been low on the priority list, until recently. With more population and increased impervious surface area due to development, storm drain management, with significantly increasing water quality standards, is moving up to high priority.

The requirements for the NPDES permit in the San Francisco Bay Area, for example, will require many communities to dramatically capture sediment, trash and metals in their storm drain system. By 2022, trash down to 5mm in size (roughly the diameter of a cigarette butt) will be required to be removed from storm water. This alone will require a lot of planning and maintenance effort.

Funding

After the technical issues have been addressed, it is necessary to formulate strategies to fund both capital improvements as well as ongoing maintenance and operations. The history of funding storm drain projects in the Western United States is technically complex, and politically charged. The State of California has many unique facets curbing the creation of storm drain utilities as is done in Washington and Oregon.

The passage of Proposition 218 is the greatest hurdle to communities in establishing storm drain funding sources. Proposition 26 does not appear to have effect in this context.

A bill, SCA 18, would allow local governments to establish property related fees for storm drain costs, in the same manner (i.e., the fee can be approved as long as there is not a majority protest after notice has been provided) as currently allowed for water, sewer, and trash. However, this constitutional amendment fell dormant late in 2010 and it will require a vote of the people if it finally passes through the Legislature.

Storm drain funding can be accomplished via a number of elements, including:

- Development Impact Fees – one time fees to fund capital only, no maintenance
- Regulatory Fees – fees that can fund specific requirements
- Property-related Fees – property owner or voter approved measure to fund capital or maintenance or both
- General Obligation Bonds – voter-approved bonds to fund capital
- Special Taxes/CFD's – voter-approved (or landowner approval in the case of undeveloped land) mechanism to fund capital or maintenance or both
- Assessment Districts – property owner approved District/area to fund capital or maintenance or both
- Grants and Other Sources – various sources
- The General Fund – the last recourse when all of the above don't meet the need (a very challenged fund for many, and likely the current source of storm drain funding)

These are the funding alternatives that can be implemented to generate funds for storm system improvements, operation and maintenance in your community.

Summary

There are a handful of cities and counties that have a robust funding toolset, including those who have successfully passed storm drain fees. Others have failed. Establishing a multi-disciplined team, including staff, community leaders and specialists in engineering, financial and public outreach, is the key to success. Reaching out to the public early and often in the process and maintaining a focused approach can improve the chances of successfully creating a suite of funding tools that will allow your agency to get over the "raised bar." ■

Joint CSMFO South San Joaquin Chapter & CMTA Division 3 Meeting

Date: Thursday, June 16

Time: 12:00 p.m. - 2:00 p.m.

Subject: *Social Security Retirement Provisions and Medicare and "Windfall Elimination Provision and Government Pension Offset"*

Speaker: Ms. Patricia Nicasio, Public Affairs Specialist, Social Security Administration

Place: Lamp Liter Inn - Visalia
3300 West Mineral King Avenue
Visalia, CA 93291

Lunch: Teriyaki chicken, gresh baked brea, green salad and cherry crisp

Cost: \$20

RSVP: If possible, please pay in advance of the meeting. Make checks payable to the CMTA, c/o City of Dinuba Attn: Cass Cook, 405 E. El Monte Way, Dinuba, CA 93618. Please make your reservations as early as possible, but no later than noon on Monday June 13. Contact Cass Cook at ccook@dinuba.ca.gov or 559-591-5900. Reservations not canceled within 48 hours of the meeting will be billed.

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Joint CSMFO East Bay Chapter & CMTA Division 7 Meeting

Date: Thursday, June 30

Time: 9:30 a.m.

Subject: *Glenview Fire – Learn from the San Bruno Fire and see if your Finance Department is prepared & GASB update
- Any last minute questions on GASB 54 – Have you already figured out your restricted versus committed?*

Speakers: Kimberly Juran-Karageorgiou, Assistant Finance Director City of San Bruno & Mark Wong, Maze and Associates

Place: Back Forty Texas BBQ
100 Coggins Drive
Pleasant Hill, CA

Cost: \$25 (make checks payable to CMTA)

RSVP: Early registration encouraged. [Download](http://www.csmfo.org) a registration form at www.csmfo.org.

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Changes,
The Goal
Doesn't

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Joint CSMFO South Bay & Central Los Angeles Chapters & CMTA Division 2 Meeting

Date: Thursday, June 16

Time: 11:30 a.m. - 2:00 p.m.

Subject: *"Six Burning Issues and Top Strategies for 2011" & "How the 2010 Health Care Act is Affecting Local Governments"*

Speakers: Girard Miller, Senior Strategist, PFM Asset Management & Bill Morgan, Director of Consulting Services, Diehl, Evans

Place: Marriott Hotel - Manhattan Beach
1400 Parkview Ave.
Manhattan Beach, CA 90266

Cost: \$40 (checks payable to: City of Redondo Beach)

RSVP: To register, please call Eleanor Manzano at 310-318-0646 or email Eleanor.manzano@redondo.org. Please register by Thursday, June 9, 2011. No shows who RSVP will be invoiced.

Joint CSMFO Orange Chapter & CMTA Division 10 Meeting

Date: Thursday, July 14

Time: 11:45 a.m.

Subject: *Investment Policy 101 & 2011 Economic Update*

Speaker: Brian Perry, Chandler Asset Management

Place: Doubletree Hotel Santa Ana/O.C. Airport
201 E. MacArthur Blvd.
Santa Ana, CA 92707

Cost: \$35 for members by July 6, \$40 for members after July 6.
\$40 for non-members before July 6, \$45 for non-members after July 6.

RSVP: Make checks payable to CMTA. RSVP by email to Linda Anicich at lanicich@tustinca.org by July 6. If you have any questions, e-mail Pamela Arends-King at parends-king@tustinca.org or call her at 714-573-3061. No shows will be invoiced.

Job Postings JUNE 2011

Manager III - Debt Manager, City and County of San Francisco (SFPUC)

Salary Range: \$98,774 - \$126,048

POSITION INFORMATION:

Under the direction of the Deputy Chief Finance Officer, San Francisco Public Utilities Commission (SFPUC), the Debt Manager performs a broad range of managerial, professional and analytical work. Essential functions include: Manage the administration of \$3.8 billion in outstanding SFPUC debt and \$650 million commercial paper programs; manage new debt issuance expected to approach \$1.5 billion over the next two years; supervise and manage staff and Financial Analyst contractors; develop, defend and document financial policies related to basic records management; forecast and track of capital financing needs to align with capital project financing requirements; optimize debt structures; seek alternative financing sources; stay current on industry trends and best practices; accurately complete reports and projections for senior management; develop a template for efficient finance transaction management, including pre-issuance, issuance and post-issuance; and develop and maintain relationships for stakeholder groups.

Note: The normal annual salary range is \$98,774 - \$126,048. Appointments above the normal range may be considered based on documented and substantiated recruitment and retention issues or exceptional skills, and require a special approval process. In addition to competitive salaries, the City offers flexible benefit plans with pre-tax elections which include: medical and dental insurance, Retirement Plan; Deferred Compensation Plan; Social Security; Long-term Disability Plan; Life Insurance; paid Management Training program; 11 paid holidays per year; 10 floating holidays; 10 to 20 vacation days per year, depending on years of service; and may earn up to 100 hours paid administrative leave per year.

MINIMUM QUALIFICATIONS

Minimum Requirements

1. Possession of a baccalaureate degree from an accredited college or university in finance, accounting, business administration, or a closely related field; AND

2. Four (4) years of local government management, administration, or finance experience as an issuer, underwriter, bond counsel, corporate trustee, bond insurer, bond rating, debt issuer or financial advisor in the municipal finance industry. Two (2) years of this experience must have been at a debt management, administration or issuing level with primary transaction responsibility.

SUBSTITUTION:

Additional qualifying experience may be substituted for the degree requirement on a year-for-year basis.

DESIRABLE QUALIFICATIONS:

- Experience delivering presentations to technical and non-technical staff.
- Experience developing policies and plans for optimizing debt.
- Experience managing the issuances of debt.
- Experience conducting research and preparing complex reports.
- Experience managing ongoing relationships with stakeholder groups such as rating agencies, City peers, and investors.

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or

"I have Registered Previously"

- Follow instructions on the screen

Computer kiosks are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103. If you have any questions regarding this recruitment or application process, please contact the exam analyst, Princess Campbell, at (415) 554-1667 or email pcampbell@sfwater.org.

APPLICATION DEADLINE: Open until filled

Manager Accounting, City of Palo Alto

Salary Range: \$41.95 - \$55.94 Hourly

DESCRIPTION:

The City of Palo Alto Administrative Services Division is currently seeking a Manager of Accounting to plan, organize and direct the activities of the Accounting Division of the Administrative Services Department. This position manages four sections consisting of General Ledger, Enterprise Funds, Payroll and Accounts Payable. This position oversees fifteen employees working within these divisions.

This position develops, implements and revises accounting systems procedures and internal controls, oversees the preparation of financial reports, implements and maintains the

Continues on next page

City's financial system and reviews and analyzes accounting transactions and financial reports.

ESSENTIAL DUTIES:

Some essential responsibilities of this position are:

1. Plans, organizes and directs the activities of the Accounting Division. Through subordinate supervisors, the incumbent is responsible for managing payroll, accounts payable, accounts receivable, general ledger, grants accounting, capital accounting, Enterprise accounting and other accounting-related activities for all City funds.
2. Performs accounting operations; develops, implements and revises accounting systems, procedures, and internal controls.
3. Oversees preparation of financial reports for City Council, Senior management and Department usage. Coordinates outside audit and preparation of Comprehensive Annual Financial Report (CAFR). Supervises the timely preparation of financial reports to City County, State, Federal agencies, and banks.

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities, which would typically be acquired through:

- Possession of a Bachelor's Degree from an accredited college or university with a major in Accounting, Business, or Public Administration, or other closely related field.
- CPA certificate or Master's Degree in Accounting or Business Administration preferred. and
- Five years experience involving increasing responsibility in accounting and financial work including considerable management and supervisory experience. (Government accounting experience preferred.)

Position #201100111

IDEAL CANDIDATE:

Will Demonstrate:

Complex and technical knowledge of governmental accounting, GASB, GAAP, and mandatory financial reporting for city government. Experience in the field of public accounting. Five years of proven leadership including dealing with personnel issues and ability to manage large accounting staff. Ability to effectively manage large staff, and interact effectively with staff, public, elected and appointed officials. Experience with SAP financial modules. Strong computer skills, especially with SAP, Excel and MS Word.

Excellent written communication skills.

Leadership skills, detail oriented but understands the big-picture, teambuilding skills.

MISSION: The Government of the City of Palo Alto exists to promote and sustain a superior quality of life in Palo Alto. In partnership with the community, our goal is to deliver cost-effective services in a personal, responsive and innovative manner.

Application Deadline: Qualified applicants are encouraged to apply promptly: The City of Palo Alto reserves the right to close any recruitment without notice. Positions without a closing date may close at any time. Other recruitments may be limited to a specific number of applicants. Please read job announcements thoroughly for important information.

Selection Process: Application screening will be part of the selection process. Based on application screening, those candidates with the most relevant qualifications will be invited to an oral interview, which may include a written exam and/or practical exam.

Accommodation: Persons with disabilities who require special accommodations may contact the Human Resources Department at 650 329-2376.

Resumes: are welcome as attachments; however they are not accepted in lieu of a complete City application.

The City of Palo Alto is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender, age, national origin or disability.

To Apply visit our website at www.cityofpaloalto.org

Position #201100111
MANAGER ACCOUNTING
EG

APPLICATION DEADLINE: Open until filled

Accounting Operations Officer, City of Long Beach
Salary Range: \$80,000 - \$120,000

The Position:

The City of Long Beach is seeking an Accounting Operations Officer. This position manages one of three divisions of the Department of Financial Management's Accounting Bureau and is a key member of the management team with a direct impact on accounting and finance operations citywide. The Bureau is responsible for a full range of accounting activities including payroll, redevelopment, housing, Tidelands, CIP, general grants, general ledger, accounts payable, and financial systems analysis.

Accounting Operations Officers are the primary source for the interpretation, evaluation, and implementation of new and existing accounting regulations, statements, policies, and finance related state and federal laws. Through each division, the Accounting Officer provides citywide financial coordination, oversight, guidance, and training as well as ensuring the accuracy and timeliness of all financial transactions. The Accounting Operations Officer may be responsible for ensuring the timely distribution of annual and periodic reports.

It is desirable that candidates have project management experience related to managing an organization's annual

Continues on next page

audit, single audit, and annual financial report preparation processes.

The City:

Long Beach is a full service City with a population of 492,912. The City employs approximately 6,000 full and part-time personnel. The City operates its municipally owned airport, harbor, marinas, oil, gas and water departments, as well as its own public safety, cultural, health, recreation and entertainment agencies. It has some of the best shoreline, marinas, and beaches in Southern California, enjoying 352 clear days per year, an average temperature of 63 degrees, and pleasant offshore breezes. The City also has good public schools and is the location of the largest California community college and State University that provide numerous undergraduate and post-graduate programs.

The Candidate:

Candidates should have a Bachelors Degree in Accounting, Public Administration or Business Administration. A CPA, MBA, or MPA is desirable. Candidates should also have five years of progressively responsible experience, three of which have been in a supervisory or management level position with responsibilities in financial management.

Desired Attributes:

Thorough knowledge of the principles, procedures and techniques of accounting for general government, grant programs and special projects.

Knowledge of data processing procedures; public administration; City Charter provisions; other City ordinances, procedures and regulations; federal and state regulations as they pertain to the grant and project under the Division's responsibility.

Ability to deal tactfully and effectively with employees, public officials and the general public.

Benefits:

Vacation: 12 days 1 year through 4 years of service, 15 days after 4 years 6 months

20 days after 19 years, 6 months of service

Holidays: 9 designated holidays plus 4 floating personal holidays per year

Sick Leave: 1 day earned per month with unlimited accumulation

Executive Leave: 5 days per year

Health Insurance: Several plans are available: One HMO, two indemnity plan options and two Open Access (point-of-service) plans The City pays a major portion of the premium for employee and dependents.

Dental Insurance: Two dental plans are available for employees and dependents

Disability Insurance: City-paid short-term and long-term disability insurance benefits

Life Insurance: City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000 in addition to \$20,000 term life

Disability: City-paid short-term and long-term disability insurance

Retirement: California Public Employee's Retirement System

(CalPERS) 2.5% @ 55 plan

Candidates are requested to send (faxes or e-mails will not be accepted) a resume and letter of interest, responses to supplemental questions, and three references by the close of business, Friday, June 10, 2011 to:

John Zanier
Administrative Services Officer
CSMFO Job Announcement
333 West Ocean Boulevard, 6th Floor
Long Beach, CA 90802

APPLICATION DEADLINE: June 10, 2011

Director of Finance, Marin County

Salary Range: \$174,138 - \$192,005 annually, DOQ

Located in the North Bay Area across the Golden Gate Bridge, Marin County is a dynamic community of 250,000 well-educated and involved residents. The County is known for its combination of rural and suburban lifestyles with a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills and scenic valleys.

The County of Marin is a stable and well-run organization, which had an operating budget of \$443.7M for FY 2010-11 and also serves over 100 special districts with a cumulative budget similar in value to that of the County. The Director of Finance is a relatively new position based on the Fiscal Management Consolidation Act. The act established an appointed Director of Finance position that consolidates the elected Auditor-Controller and Treasurer-Tax Collector positions. A key focus for the new director is to ensure the effective consolidation of the two organizational structures, which will require clear and positive guidance towards integrated financial services and operational efficiencies.

The successful candidate will have a proven track record of public sector management and administration at an executive level, and must also meet the qualifications of the California Code relating to appointment as a county auditor. Previous experience as a public sector Finance Director/CFO, Auditor/Chief Assistant Auditor or Treasurer, with a CPA and other appropriate professional certifications would represent the ideal candidate. To apply, submit letter of interest, resume with current salary and five work references (email preferred) by July 1, 2011. A formal job announcement is available on our website at <http://www.averyassoc.net/jobs>.

Paul Kimura
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
Fax: 408-399-4423
E-mail: jobs@averyassoc.net

APPLICATION DEADLINE: July 1, 2011

Continues on next page

Finance Director, City of San Rafael

Salary Range: \$ 9,829.00 - 11,947.00 , plus excellent benefits

The Community

San Rafael is Marin County's oldest city (population over 58,363) and lies midway between San Francisco and California's famous wine country. San Rafael serves as the county seat and Marin's central city and is the County's premier economic, financial, cultural and service center. As a transportation hub, San Rafael is in the center of highway and transit access to west Marin, Sonoma County, the East Bay and San Francisco.

The City offers both a small-town atmosphere and a lively urban environment. Surrounded by open space and the bay, San Rafael is a vibrant city in an incomparably beautiful natural setting. Famous for its favorable climate, San Rafael makes a central base for taking day trips to scenic locations such as the Napa/Sonoma wine country, Point Reyes National Seashore and Muir Woods. The City's many attractions include its namesake Mission San Rafael Arcangel, the landmark Frank Lloyd Wright Civic Center, Victorian architecture, a lively downtown, China Camp State Park, and more.

San Rafael has a varied and rich economy fueled by high tech, entertainment, financial, service oriented and industrial businesses. The City is home to major employers such as Autodesk and Kaiser Permanente and offers residents and visitors alike an array of regional retailers in addition to unique local shops.

San Rafael is one of the most ethnically and culturally diverse cities in Marin County. The City's residential neighborhoods are distinctive, each with its own history, character and identity. There is a wide diversity of housing ranging from old and new homes, apartments and condos. Education and income levels are high. The City has two public school districts with nine elementary schools, two middle schools and two high schools. Dominican University, a private liberal arts college, offers undergraduate and graduate degree programs.

The Organization

San Rafael was incorporated in 1874 and became a charter city in 1913. It has a City Council/City Manager form of government with an elected Mayor and four elected City Council Members who serve four-year terms. The mission of the City is to enhance the quality of life and to provide for a safe, healthy, prosperous and livable environment in partnership with the community.

The City's vision is to be a vibrant economic and cultural center reflective of its diversity. San Rafael has unique and distinct neighborhoods and the City desires to sustain the beautiful natural environment through informed and active residents and to be a responsive, innovative local government.

The City has a staff of 382 employees and the annual budget for fiscal year 2011-2012 is \$85.7 million. City Departments include Community Development,

Community Services, Police, Fire, San Rafael Public Library, Public Works, Economic Development, Finance, and Management Services (HR, IT, Parking Services, Office of Emergency Services). These Departments work together to meet the community's needs.

The Position

The new Finance Director will lead a vibrant and dedicated staff while addressing the myriad of challenges that threaten local government today. A highly qualified leader who thinks strategically and works collaboratively is being sought by the City of San Rafael to manage and participate in the development and administration of the Finance Department and City budgets. This is an exempt, executive level position in the Finance Department. Administrative direction is provided by the City Manager.

The Ideal Candidate

The City is looking for an experienced Finance Director who is responsive, approachable, and who will provide high quality finance services. The Finance Director will:

- Continuously monitor and evaluate the efficiency and effectiveness of the Finance Department's service delivery methods and procedures.
- Oversee the annual fiscal year audit and participate in the review of the results of the annual audit with external auditors.
- Represent the Finance Department to other City departments, elected officials, and outside agencies.
- Explain and interpret Finance Department programs, policies, and activities.
- Negotiate and resolve sensitive, significant, and controversial issues.

The ideal candidate will need to be successful in managing the development and implementation of the Finance Department goals, objectives, policies, and priorities. The new Director will be a progressive and creative thinker who will inspire staff and be able to continue to build upon the positive work environment in San Rafael. Other desired qualifications include an extensive background in municipal management, financial reporting and budget preparation as well as a keen understanding of payroll, general accounting, treasury function, debt administration, revenue management, business licensing and purchasing.

The successful candidate will have a background that includes a Bachelor's degree with major course work from an accredited college or university in a directly related field such as business administration, finance, accounting or public administration. A Master's degree is preferred and a minimum of seven years of highly responsible accounting experience including two years of management and supervisory experience is required. Possession of a CPA is desirable.

The Compensation

The current salary range for the Finance Director is \$9,829 to \$11,947 monthly with an additional 3% that can be taken as salary or contributed to a 401 Plan. The City offers an excellent benefits package which includes a 37.5 hour workweek and the following:

Continues on next page

- Retirement -2.7%@55 through the Marin County Employees' Retirement Association. Employee pays the employee portion of the contribution. Reciprocity with CalPERS is available per MCERA regulations. The City does not participate in Social Security.
- Vacation and Sick Leave - Vacation leave accrual is incremental ranging from 15 to 25 days annually, depending on years of service.
- Administrative Leave - Employee receives 7 to 10 days per calendar year.
- Cafeteria Plan - Active employees shall receive a monthly flex dollar allowance up to \$1361.23 to purchase medical and other benefits under the City's Full Flex Cafeteria Plan. The Flex dollar allowance shall increase on the December 15th paycheck of each year not to exceed 3% for any given year.
- Automobile Allowance - The City provides an auto allowance of \$350.00 per month for management employees.
- Vision Plan - The City shall make available to employees an additional flex dollar allowance to fund a basic

APPLICATION DEADLINE: June 30, 2011

Principal Accountant, City of Santa Clara

Salary Range: \$116,184 - \$136,692

The City of Santa Clara is seeking Principal Accountant. This is a management position in the unclassified service responsible for supervising the General Ledger/Reporting unit in the Accounting Services Division of the Finance Department. The incumbent exercises considerable professional judgment and analytical skills and performs his/her work under limited supervision within departmental and City guidelines, rules, practices, and/or applicable laws. The Principal Accountant will lead and participate in streamlining existing work processes and support effective procedural changes in the Accounting Services Division. Additionally, the City is seeking a candidate with expertise in CAFR preparation and reporting as well as a strong knowledge of generally accepted accounting principles, specifically related to Fund Accounting. This position requires a combination of education and experience equivalent to graduation from an accredited college or university with a Bachelor's or Master's Degree in Accounting, Business, or Public Administration, with a minimum of fifteen (15) units of accounting, including governmental and fund accounting; Five (5) years of responsible, professional accounting or auditing experience. A CPA license is preferred and may be substituted for part of the required work experience.

The City is an attractive employer offering a competitive salary with excellent City provided benefits and offers the CalPERS Retirement Plan. The Principal Accountant annual salary control point is approximately \$136,692. Appointment is generally made at 85% of control point, which is approximately \$116,184. Employees will take 96 unpaid furlough hours per MOU year until December 21, 2013. To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., by the preferred filing date of Tuesday, June 28, 2011. Resume Packets must include a "Letter of Interest and Intent", a detailed resume and recent salary history and

current major fringe benefit history. You may send resume packets by mail to City of Santa Clara Human Resources, 1500 Warburton Ave., Santa Clara, CA 95050, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov.

APPLICATION DEADLINE: June 28, 2011

Accountant, City of Santa Clara

Salary Range: \$6,468-\$7,850

Monthly salary range is \$6,468-\$7,850. Requires graduation from an accredited college or university with a Bachelors or Masters Degree in Business Administration, Accounting, or an approved related field, with a minimum of 12 semester units of specialization in accounting and four (4) years full time responsible, professional accounting experience. Experience with PC electronic spreadsheet and word processing programs, ten-key by touch, and on-line financial systems is required. A state CPA license may be substituted for two (2) years of experience. Application packets must include 1) a completed City employment application, 2) a resume, and 3) a current typing certificate must be received by the by the Final Filing Date of 4:00 p.m. Tuesday, June 14, 2011.

APPLICATION DEADLINE: 4:00 p.m., June 14, 2011

Finance Director, Douglas County

Salary Range: \$79,934 - \$107,432 annually

Are you looking for a new and challenging career experience in a beautiful location working with the best team in the country? If so you came to the right place! Douglas County, Nevada is seeking a highly motivated, experienced, and visionary Finance Director to serve the citizens of our great county! Douglas County, Nevada has a population of 54,000 and is nestled at the foothills of the sierras. We are 20 minutes east of beautiful Lake Tahoe and one hour south of Reno, "The Biggest Little City in the World"! We are known for our soaring, exceptional snow skiing with renowned resorts such as Heavenly Valley and Kirkwood Meadows, magnificent views of the Sierra Nevada Mountain range and beautiful agricultural lands. You can be hiking, swimming, boating, fishing, camping, river rafting in just minutes. Along with a great place to work, Douglas County has a great deal to offer with it's clean air, low crime rate, excellent schools, and abundant space.

Finance Director, Douglas County, Nevada (Minden, Nevada) - Salary \$79,934 - \$107,432 annually, generous benefits program including state retirement plan (PERS), health, dental, vision, and life insurance, paid vacation, sick and administrative days. The Finance Director is responsible for ensuring proper administration of financial affairs of the County; provides fiscal support for all County departments and certain districts/towns. Financial affairs include financial administration, internal auditing, budget, accounting, revenue and expenditure planning and forecasting and payroll. The Finance Director also assists in the labor negotiation process by providing financial reporting and forecasting. The successful candidate will work closely with the County Manager and other department heads; fosters cooperative working relationships with the Board of County Commissioners, other county officials

Continues on next page

and employees at all levels of the organization, representatives of private industry, and members of the general public.

Bachelor's Degree in Accounting, Finance, or other closely related field and eight (8) years of professional accounting and finance experience preferably in a governmental or public agency setting, including four (4) years at management level; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities. Certification as a Public Accountant with the State of Nevada is preferred.

APPLY NOT LATER THAN: Friday, July 1, 2011 at 4:00 p.m.
APPLY AT: <http://www.douglascountyhr.com/>, Phone 775-782-9860. EOE

APPLICATION DEADLINE: 4:00 p.m., July 1, 2011

Finance Officer, Tiburon Fire Protection District
Salary Range: \$92,000 - \$107,000 annually

The Tiburon Fire Protection District is looking for a Finance Officer capable of continuing a long tradition of competent, effective and wise use of our financial resources. The District has a deep history of applying the best business world practices to the financial management of a government agency, and we look to you to maintain our high level of financial responsibility and performance.

The District provides fire and life safety protection to the Town of Tiburon, City of Belvedere and nearby unincorporated portions of Marin County. We have an annual budget of \$5.8 million and 28 full-time employees.

The Finance Officer is a department head position responsible for managing the District's financial, accounting, payroll, retirement, personnel records, and human resource procedures and requirements. The position reports directly to the Fire Chief.

The ideal candidate will have a minimum of 5 years of increasing responsibility in government accounting and finance. A Bachelor's Degree with major coursework in finance or accounting and human resource management experience is highly desired. To be successful in this position the candidate shall be calm in demeanor, attentive to detail, comfortable in a cohesive family environment and must possess unwavering honesty and integrity.

The District offers an excellent salary and benefits package. Salary range is from \$92,436 to \$107,016 annually, PERS 2.7% @ 55 retirement with 8% employee share paid by the District. Health benefits are covered up to \$569 / \$1138 / \$1480 per month; dental, vision and life insurances are fully paid. Annual vacation accrual ranges from 120 to 224 hours; annual sick leave accrual is 96 hours; there are 12 paid holidays.

Additional information can be found on our website: www.tiburonfire.org

To be considered for this challenging and rewarding position, please submit a cover letter describing your experience and interest, along with a resume, salary history and references. References will not be contacted without prior approval.

Please forward your materials to:

Finance Officer Selection Committee
Tiburon Fire Protection District
1679 Tiburon Blvd
Tiburon, CA 94920

Or via email to: bclifford@tiburonfire.org

APPLICATION DEADLINE: Open until filled.

Senior Administrative Analyst, City of Rancho Palos Verdes
Salary Range: \$70,238 -- \$91,209 DOQ

Position will work in the Finance & Information Technology Department. The City is seeking an experienced professional with a solid municipal finance background. The ideal candidate will have experience preparing multi-year financial models, capital improvement programs, cost-based fee studies, budget analysis and grants administration.

Please go to www.palosverdes.com/rpv for more details.

APPLICATION DEADLINE: Open until filled, first screen July 5, 2011

Finance Director, City Of Reno
Salary Range: \$127,819 to \$167,444 Annually

The City of Reno is looking for a Finance Director to strategically approach the economic challenges facing the City. Reno is a full-service city with a total budget of \$165 million and has approximately 1,100 full-time employees. Reno's population is 220,000 and is the largest city in northern Nevada.

The ideal candidate will be a seasoned professional with a strong financial and debt management background. The individual selected will be creative and knowledgeable about municipal financing programs and will have the ability to critically evaluate various approaches.

The successful candidate will have ten years of increasingly responsible finance experience including three years of management and administrative responsibility with a large, complex agency involving planning, organization and execution of a variety of work programs, including strong debt management experience. The position requires a Bachelor's degree from an accredited college or university with major course work in finance, public administration, business administration, or a related field preferred. CPA designation and/or Master's Degree is desirable. Similar private sector experience will be considered.

Continues on next page

The City of Reno is offering an excellent salary and benefit package. The salary range is 127,819 to \$167,444. Appointment will be made in the bottom half of the range.

To be considered for this challenging and rewarding career opportunity, please submit a cover letter describing your interest and experience; a detailed résumé; and your recent salary history including current major fringe benefits by Friday, June 17, 2011. Résumés should reflect months and years of positions held, as well as size of staff and budget managed.

Please forward your materials to:

Cara Stewart
Human Resources Department
City of Reno
P. O. Box 1900
Reno, Nevada 89505
775.334.2222
stewartca@reno.gov
City Website: www.reno.gov

APPLICATION DEADLINE: June 17, 2011

Utility Billing Supervisor, City of Santa Barbara
Salary Range: \$66,441 - \$80, 760

This position is responsible for the supervision, assignment and review of staff work in the Utility Billing and Customer Service function in the Finance Department. Oversees and participates in all work activities; produces various financial reports; and performs a variety of technical tasks relative to assigned area of responsibility. Recommends and assists in the implementation of goals and objectives and implements approved policies and procedures. Establishes schedules and methods for providing assigned financial services while identifying and reviewing resource needs with appropriate management staff; allocates resources accordingly. Responds to public inquiries and concerns; researches billing discrepancies; prepares documentation and correspondence in support of findings; explains City policies and procedures. Maintains utility billing and accounts receivable billing systems, including bill codes, customer account records; reconciles accounts receivable balances and other financial data. Maintains and monitors collection activities. Participates in the preparation and transmission of various billings to the City's contract bill print service; researches billing discrepancies. Administers the Utility Users Tax exemption and cable television discount programs. Assists with year-end audit report and budget preparation; submits budget recommendations; monitors expenditures. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting. Performs basic accounting functions and related responsibilities as assigned and required. Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and actively participates in maintaining a positive customer service environment.

EMPLOYMENT STANDARDS:

Education: Equivalent to a Bachelors degree from an accredited college or university with major coursework in accounting, finance, or a related field.

Experience: Four years of increasingly responsible experience related to finance/utility billing, including one year of supervisory or lead responsibility preferred.

Knowledge of: Automated utility billing and financial management systems. Principles of supervision, training and performance evaluation. Modern office procedures, methods and computer equipment. Principles and practices of mathematics. Pertinent Federal, State, and local laws, codes and regulations. Financial research and report preparation methods and techniques. Selection, supervision, training and evaluation of staff. Methods of research and analysis.

Ability to: Communicate clearly and concisely, both orally and in writing; draft effective business letters. Establish and maintain cooperative working relationships with those contacted in the course of work. Operate a computer including a variety of software programs; use word-processing, spreadsheet and database applications; operate 10-key by touch. Produce complex financial statements, reports, informational items, tracking systems and related documents. Prepare and maintain accurate and organized statistical and narrative reports and records. Conduct sound audits of customer accounts and records; review division accounting records for accuracy; analyze data, draw logical conclusions, make recommendations, develop forecasts and identify trends; interpret and apply related laws, ordinances, policies and procedures. Apply theory, practices, principles and terminology common to municipal accounting, finance and auditing; assist with the Comprehensive Annual Financial Report preparation. **License Requirements:** Possession of, or ability to obtain, a valid California driver's license by time of appointment.

SELECTION PROCESS:

It is important that your application and supplemental questionnaire show all relevant education, training, and experience that qualify you for this position. Applications and supplemental questionnaires will be reviewed and the most qualified candidates will be invited to continue in the selection process. The exam process may consist of an application/questionnaire rating, practical/written exam, oral board and selection interview.

FILING DEADLINE:

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE MUST BE RECEIVED BY 5:30 P.M. ON THURSDAY, JUNE 9, 2011. Please apply and submit a supplemental questionnaire at www.santabarbaraca.gov/jobs

APPLICATION DEADLINE: Priority Consideration by June 9, 2011

Continues on next page

Senior Accountant, City of Santa Barbara**Salary Range: \$67,443 - \$81,977**

Working within the Accounting Division of the Finance Department and reporting to the Accounting Manager, perform professional-level financial accounting and reporting in accordance with Generally Accepted Accounting Principles (GAAP); monitor and maintain general ledger control; reconcile subsidiary ledgers; complete the monthly reconciliation of bank accounts; maintain accurate capital asset ledgers; ensure compliance with financial provisions of federal, state and county grant programs; provide technical support for the independent audit of City's financial statements and assist in the preparation of the City's Comprehensive Annual Financial Report. Perform other support duties as required.

EMPLOYMENT STANDARDS:

Education: Bachelor's degree from an accredited college or university with major coursework in accounting, auditing, or finance.

Experience: Minimum of three years of increasingly responsible experience in municipal finance and accounting OR three years in public accounting or auditing.

Knowledge of: Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Series applicable to local government; financial research and report-writing preparation methods and techniques; principles and practices of financial auditing; automated financial management systems; Windows-based application programs including Word and Excel; operations, services and activities of a finance and accounting program; modern office procedures, methods, and computer equipment.

Ability to: Prepare a variety of financial statements in conformity with GAAP and GASB requirements, reports and analyses; develop and implement accounting system modifications; analyze and interpret complex financial and accounting records; apply federal, state and local laws and regulations pertaining to accounting and auditing activities; solve problems independently; communicate effectively both orally and in writing; work as a team player with coworkers and City staff.

License Requirements: Possession of, or ability to obtain, a valid California driver's license by time of appointment.

SELECTION PROCESS:

It is important that your application and supplemental questionnaire show all relevant education, training, and experience that qualify you for this position. Applications and supplemental questionnaires will be reviewed and the most qualified candidates will be invited to continue in the selection process. The exam process may consist of an application/questionnaire rating, practical/written exam, oral board and selection interview.

FILING DEADLINE:

CITY APPLICATION AND RESPONSES TO THE SUPPLEMENTAL QUESTIONNAIRE MUST BE RECEIVED BY 5:30 P.M. ON THURSDAY, JUNE 9, 2011 FOR PRIORITY CONSIDERATION.

Please complete application and supplemental questionnaire at santabarbaraca.gov.

APPLICATION DEADLINE: Priority Consideration by June 9, 2011

Accounting Manager, City of Santa Barbara**Salary Range: \$95,662 - \$116,229****Our Community**

Santa Barbara is among the world's most desirable places to work and live. Quietly nestled between the Pacific Ocean and the Santa Ynez Mountains, Santa Barbara represents the essence of Southern California – the art and culture of a metropolitan city with the heart and hospitality of a small, beautiful coastal town. Located just 90 miles north of Los Angeles, Santa Barbara provides a unique living environment. The City offers its 90,000 residents a year-round mild climate with an average temperature in the 70s, magnificent beaches, and mountains and parks within minutes of a bustling downtown.

Among the City's many amenities are excellent healthcare services, abundant shopping and dining, harbor facilities, a municipal golf course and a newly renovated municipal airport. Institutions of higher learning include the University of California at Santa Barbara, Santa Barbara City College, Westmont College, Antioch University, and Brooks Institute of Photography. With so many choices of restaurants, cultural events, outdoor recreations and leisure activities, Santa Barbara offers something for every taste and lifestyle. Santa Barbara is a truly a magnificent and unique place to live and work.

City Government

Santa Barbara is managed by the Council/City Administrator form of government. City government services are provided by ten departments: Administrative Services, Airport, Community Development, Finance, Fire, Library, Parks and Recreation, Police, Public Works, and Waterfront. The City Administrator is also the appointed City Clerk/Treasurer. Santa Barbara has 1,014 full-time equivalent employees, a \$249 million budget for fiscal year 2012, and seven recognized bargaining units. The seven-member City Council, including the Mayor, is elected at-large.

The City provides a full scope of services to the community, including public safety (fire and police), library, parks, recreation, planning, engineering, water, storm drain, refuse, and wastewater; and includes a municipal airport, golf course, and harbor.

Santa Barbara serves as the county seat as well as the county's financial and retail center. Research and development, high tech, and light industry businesses play an important role in Santa Barbara's economy. Year-round tourism also produces jobs and revenue to the City.

Finance Department

The Finance Department is comprised of five operating

Continues on next page

divisions, each headed by a division manager: Accounting, Environmental Services, General Services, Risk Management, and Treasury. The Administrative Division, headed by the Finance Director, also includes a Budget manager that coordinates the City-wide budget development process. The Finance Department includes 48 full-time staff, including 7 management/executive staff, 5 supervisors, 5 professional level staff, and 31 technical and clerical staff level positions. The department's General Fund budget is approximately \$4.3 million. The Environmental Services Division is accounted for in a Solid Waste Enterprise Fund, with a budget of \$18.3 million, which includes monies billed on behalf of the City's contracted refuse haulers. The Risk Management Division is accounted for in an internal service fund, with a budget of \$9 million.

EMPLOYMENT STANDARDS:

The Position

Under the direction of the Finance Director, the Accounting Manager is one of five division managers in the Finance Department. The Accounting Manager oversees the accounts payable, payroll, utility billing (water, wastewater and trash) and general accounting functions. Typical duties include: establishing and maintaining uniform accounting policies for all accounting operations in the City; coordinating the year-end closing and the annual audit; preparing the City's comprehensive annual financial report (CAFR), the Redevelopment Agency component unit annual financial report, the State Controller's Report, annual street report, monthly financial statements, and other financial reports. The Accounting Manager also works closely with other City Departments, providing financial expertise and information; routinely prepares written and verbal financial reports to the City Council and Finance Committee.

The Ideal Candidate

The ideal candidate will possess a combination of technical, managerial and communications skills. As a division head, the candidate must have experience in leading, motivating and directing the activities of multiple professional and clerical staff. Although each of the functions is overseen by a supervisor, the Accounting Manager is expected to be engaged and knowledgeable about all aspects of the accounting operations.

The ideal candidate will have a strong technical background and experience in accounting and financial reporting of a municipal government, particularly with respect to the preparation of the City's Comprehensive Annual Financial Report (CAFR). The City prepares its own CAFR and the Accounting Manager plays a large role in its completion.

The ideal candidate will have strong technical and analytical skills that are applicable to a variety of special projects and assignments. In addition, the candidate must possess strong writing skills and have the ability to present complex financial information in an understandable and effective manner to the City Council and related sub-committees.

SELECTION PROCESS:

It is important that your application and supplemental questionnaire show all relevant education, training and

experience that qualify you for this position. Applications and supplemental questionnaires will be reviewed and the most qualified candidates will be invited to continue the selection process. The exam process may consist of an application/questionnaire rating, practical/written exam, oral board and selection interviews. Please visit the City's website to view more information and to complete the application and supplemental questionnaire:

SantaBarbaraCA.gov/jobs

FILING DEADLINE:

Open until filled. Please apply by June 9, 2011 for priority consideration.

APPLICATION DEADLINE: Priority Consideration by June 9, 2011

Director of Finance, Confidential

Salary Range: up to \$80,000 DOQ

A Community Services District located on a bluff overlooking the Pacific Ocean in Northern California, is seeking a well-rounded, hands-on finance professional to join their committed and collegial staff. This unincorporated community of approximately 17,000 – is large enough to offer the amenities of a small urban area while maintaining its small town charm and friendliness.

Reporting to the General Manager, the Director of Finance is responsible for overseeing all aspects of Finance including accounting, auditing, strategic planning and budgeting, establishing systems for financial controls, and treasury, payroll and risk management functions.

The District is desirous of attracting experienced public finance professionals who display credibility and exceptional communication skills. Along with being superior financial analysts and problem solvers, ideal candidates will be gifted people managers who effectively facilitate innovation and results. A Bachelor's degree and at least five years of progressively responsible public sector/public utilities finance experience will be expected. Certification as a CPA and Government Financial Officer is desirable.

To learn more about this confidential opportunity, please contact:

Pam Derby
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815

Ph: 916.471.3126
Fx: 916.561.7205
Email: pderby@cps.ca.gov

APPLICATION DEADLINE: Open until filled.

Continues on next page

Finance Manager, San Diego Association of Governments

Salary Range: \$75,202 to \$126,340; depending on experience

The Finance Manager will oversee the functions of the Accounting Division and provide leadership for a team of nine highly-talented professionals who, in close collaboration with program managers, conduct the financial reporting and accounting functions for the agency. The Finance Manager also will perform technical accounting duties, conduct complex analyses, provide financial advisory services, and recommend and implement financial management policies.

Job Responsibilities

This opportunity is for a 'hands-on' working manager; someone who has both the skill to perform many of the technical requirements of the position as well as provide leadership and oversight for the entire team. With support and mentoring from the Department Director of Finance, the primary responsibilities for this position include:

- Oversee and coordinate financial operations such as payroll, accounts payable, accounts receivable, cash receipts, pass sales, debt management, cash flows, treasury, capital assets, encumbrances, journal entries, general ledger reconciliations, and project cost accounting; review and evaluate work products, methods, and procedures.
- Supervise, mentor, train, and provide career development opportunities for a team of professional staff with expertise in accounting and finance.
- Maintain financial management systems and records; ensure that financial records are accurate and comply with generally accepted accounting principles (GAAP) and regulations, codes, policies, rules, and procedures.
- Monitor and evaluate internal controls and reconciliation procedures used for accounting and financial record-keeping and reporting; recommend and implement enhancements to ensure effective systems are in place and are in accordance with federal and state regulations, GAAP, and agency procedures.
- Reconcile multiple accounts; analyze complex financial data; coordinate year-end closing procedures; prepare multiple financial reports and required disclosures including a CAFR in accordance with GASB 34.
- Prepare for and coordinate numerous financial and compliance audits that are routinely conducted by other governmental agencies or independent certified public accounting firms; establish procedures, controls, and policies to ensure accurate audit trails.
- Monitor cash flow requirements, both short-term and long-term, and coordinate the investment of agency funds in accordance with California Government Code requirements; maintain banking and investment advisor relations; update SANDAG Board policies and other internal policies in accordance with applicable regulations, codes, and rules.
- Develop Requests for Proposals, scopes of work, project deliverables, budgets, and schedules for finance and accounting services such as independent auditors, banking services, and investment advisors; participate in the selection

of consultants and vendors; administer contracts and ensure projects progress on schedule, within the approved budget, and at a consistently high level of quality; ensure projects are completed in adherence to funding agency requirements.

- Oversee the administration of financial and accounting functions for agency grant and pass-through programs such as TransNet, Transportation Development Act (TDA), federal and state grants, and pass sales distribution.
- Perform accounting and fiscal management tasks associated with the issuance of sales tax revenue bonds, tax exempt commercial paper, and other debt instruments such as derivatives.
- Oversee the implementation and testing of upgrades to the accounting system or the implementation of new accounting and finance programs.
- Prepare and present written, oral, and visual reports to the Board of Directors, policy and stakeholder committees, member agencies, private organizations, and members of the public.
- Provide highly technical and complex assistance to the Department Director of Finance.

Qualifications

The minimum education, training, and experience qualifications include a bachelor's degree with major course work in accounting, finance, business administration, or a related field, and seven years of progressive career development in accounting or finance including two years of supervisory responsibility. An advanced degree or CPA certification is highly desirable.

Salary and Benefits

SANDAG rewards the efforts of its employees with a comprehensive compensation package. Competitive salaries are supplemented with a flexible and generous offering of health, financial security, and time-off benefits to meet the work and life needs of employees and their families.

The position of Finance Manager is considered a principal-level role and has an annual salary range of \$75,202 to \$126,340, depending on the qualifications and experience of the selected candidate.

Our benefits include traditional health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and deferred compensation program. And to support the need to rest and rejuvenate, employees are provided with a bank of paid time off in addition to paid holidays.

How to Apply

We encourage all interested candidates to apply for this position by completing a SANDAG Employment Application form. Resumes, cover letters, and work samples may be submitted in addition to the Employment Application but are not a substitute for this document.

The Employment Application can be downloaded in PDF format from the SANDAG Web site. Alternatively, a copy can be

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requested by calling (619) 699-1900 or e-mailing hr@sandag.org. Completed

applications and related materials can be submitted via e-mail, fax, regular mail, courier, or delivered by hand. See our Careers / How to Apply Web page for additional information.

This position is open until filled. Applications submitted for the Finance Manager position will be reviewed on a continual basis. It is recommended that candidates apply immediately.

Applicants requiring an accommodation due to a disability should state their needs in writing when submitting an application.

Additional Application Requirement

To help us further evaluate the skills and experience of individuals interested in this position, candidates are asked to respond to the Supplemental Questions below. The information can be up to three pages in length and should be submitted with the Employment Application. This is considered a required component of the application; applications received without a response will be screened out of the selection process.

Supplemental Questions

1. As a "working manager," the Finance Manager is expected to provide oversight for a team working in several functional areas while completing numerous complex technical projects. Describe the techniques and strategies you would use to balance both aspects of the role.
2. Finance Department staff are expected to provide a high level of service to both internal and external customers. Describe your experience implementing and maintaining customer-oriented programs and services.

APPLICATION DEADLINE: Open until filled

City Manager, City of Davis

Salary Range: DOQ

A university-oriented community with a vibrant and active downtown, the City of Davis (population 66,570) has all the advantages of a small town complemented by numerous intellectual, recreational, and cultural activities. It is not often that opportunities of this caliber are available in a highly-educated and engaged community that places such a high value on the quality of life offered to its residents. This progressive community in Northern California promotes active citizen engagement, university relations, and an ongoing focus on green technology and sustainability. The ideal candidate will possess superior interpersonal and communication skills, be a confident and innovative leader as well as comfortable operating in an open and transparent environment. The City Council is encouraging participation by a broad range of interested individuals with experience in planning, community development, and/or finance. Salary will be commensurate with experience and will be based on a candidate's career history, accomplishments, and overall fit with the City of Davis. Candidates are encouraged to apply immediately. The first review of resumes will begin during mid-May and will be ongoing throughout the process. All interested

individuals are strongly encouraged to submit and candidates should be aware that all submittals will be evaluated by the entire City Council. This recruitment is considered open until filled. Electronic submittals are required to Ralph Andersen & Associates at apply@ralphandersen.com, and should include: cover letter, comprehensive resume, salary history, and professional references. Confidential inquiries welcomed to Heather Renschler at 916.630.4900. Detailed brochure available at www.ralphandersen.com.

APPLICATION DEADLINE: Open until filled

Accountant, San Juan Capistrano

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

About the Position: 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

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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 compute 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 and supplemental questionnaire form as follows: Filing Deadline 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/ employment or by contacting Human Resources at extension 949/443.6322.

APPLICATION DEADLINE: Open until filled

Finance Director, City of North Las Vegas
Salary Range: \$113,462 – \$166,954 annually DOQ

Join the City of North Las Vegas, Southern Nevada's Employer of Choice!

The City of North Las Vegas stretches across the northern rim of the Las Vegas Valley. The City, which was incorporated in 1946, encompasses 98.4 square-miles within Clark County in Southern Nevada. Since 2000, the City's population has grown by 91.3 percent, making it home to about 221,500 residents. North Las Vegas is the fourth-largest city in Nevada. The City embraces its' diversity, living up to its' motto of being "Your Community of Choice."

FINANCE DIRECTOR
 \$113,462 – \$166,954 annually DOQ

The Finance Director functions as the department head of the City's centralized Finance Department in compliance with all applicable laws, regulations and sound business practices. Work involves planning, organizing, directing and coordinating the activities of the department, which include accounting, grant and debt management, budget, capital improvement plan (CIP), City investments, business license, and payroll. The Finance Director exercises supervision over management,

supervisory, professional, technical and clerical staff that provides for the professional operation of the Finance Department to include finance, accounting, budget, utility bill collection and City investments. A high level of analytical skills is necessary in order to develop and implement the department's mission, goals and procedures; determine needs for capital expenditures, personnel and operating budgets; and to prepare special reports or analyses for the jurisdiction or outside agencies.

Our ideal candidate will possess a Bachelor's degree in Accounting, Finance or related field, plus a minimum ten years of progressively responsible and complex experience related to finance management to include five years managerial experience. A Master's Degree and experience in municipal government are highly desirable. Professional certification as a Certified Public Accountant (CPA) is highly preferred. Designation as a Certified Local Government Finance Officer or Certified Public Finance Officer is desired.

THE DEPARTMENT:

The Finance Department is organized into three areas (Accounting/Treasury, Budget and Capital Improvement Planning and Business License), each of which provides support services to the City's operating departments. The Finance Department's foremost responsibility is to conduct the fiscal affairs of the City in compliance with all applicable laws, regulations and sound business practices. The Finance Department diligently safeguards the resources of the City and ensures that prudent fiscal management policies are maintained. The budget for the Finance Department is approximately \$3.9 million. For FY 2011, North Las Vegas has a total budget of \$736.8 million. The general fund budget is approximately \$149.5 million. Proprietary Funds (includes Enterprise & Internal Service Funds) are \$224.1 million. The Capital Improvement Plan budget for FY 2012–2016 is approximately \$300 million.

For additional information about the position or the application process, please call Human Resources Director Joyce Lira at (702) 633-1159 or Employee Development Specialist Eddie Bryant at (702) 633-1504. The City of North Las Vegas is an Equal Opportunity Employer and we welcome candidates from diverse backgrounds.

www.cityofnorthlasvegas.com

APPLICATION DEADLINE: Open until filled

Principal Accountant, Orange County Sanitation District
Salary Range: \$8,051.33 - \$9,786.40 Monthly

What do you value in your next job?

At the Orange County Sanitation District our Core Values form the framework of our organization and reinforce our professional work ethic. If the following values ring true with you, we'd love to invite you to explore our career opportunities further.

Continues on next page

Honesty, Trust, & Respect

We aspire to the highest degree of integrity, honesty, trust, and respect in our interaction with each other, our suppliers, our customers, and our community.

Teamwork & Problem Solving

We strive to reach OCSD goals through cooperative efforts and collaboration with each other and our constituencies. We work to solve problems in a creative, cost-effective and safe manner, and we acknowledge team and individual efforts.

Leadership & Commitment

We lead by example, acknowledging the value of our resources and using them wisely and safely to achieve our objectives and goals. We are committed to act in the best interest of our employees, our organization, and our community.

Learning/Teaching - Talents, Skills and Abilities

We continuously develop ourselves, enhancing our talents, skills, and abilities, knowing that only through personal growth and development will we continue to progress as an agency and as individuals.

Recognition/Rewards

We seek to recognize, acknowledge and reward contributions to OCSD by our many talented employees.

OCSD is currently looking to fill the role of a Records Management Specialist.

OCSD is currently looking to fill the role of a Principal Accountant.

Under general direction, performs a variety of professional and complex accounting duties requiring advanced experience, knowledge, and competency; maintains general ledger accounts including assets, liabilities, net assets, revenue, and expenses, prepares monthly, quarterly, annual financial reports, budget, journal entries, bank reconciliations, grant activities, and reconciliations of activity to the general ledger; supports debt service management; provides technical accounting assistance to other departments; provides interpretation of accounts, methods, and financial records; and as assigned, provides leadership to lower level accounting staff. Specifically, this person will be responsible for accounting functions associated with the District's General Ledger and Financial Reporting functions such as performing general ledger analysis including analyses of monthly and quarterly revenues and expenses; reconciling various asset, liability, revenue, and expense accounts in the general ledger, maintaining chart of accounts, updating policies and procedures; participating in the preparation of the Comprehensive Annual Financial Report; preparing the State Controller's Report, and coordinating annual audit activities; serving as liaison between external auditors and District staff; preparing annual audit schedules for external auditors, responding to questions, and performing other complex assignments as needed.

This position requires the equivalent of a Bachelor's degree

from an accredited college or university with major course work in accounting, finance, business administration, or a related field, and five years increasingly responsible accounting or financial management experience including three years of experience at a level comparable to a Senior Accountant with the District. A Master's degree and/or State of California CPA license is highly desired. Knowledge of accepted accounting theory, principles and practices, good organizational skills, and good verbal and written communication skills are also required. In addition, the position requires analytical and computer skills, including proficiency with PC spreadsheets, databases, and word processing software. The ideal candidate will have experience in local government utilities, and have experience with the J.D. Edwards OneWorld financial information system.

Applicants must clearly demonstrate, through their application materials, that they meet the minimum requirements as outlined in the job announcement and class specification to receive further consideration. However, meeting the minimum requirements does not guarantee an interview. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process.

Employment is contingent upon successful completion of OCSD's pre-employment process, which includes a background investigation and a physical examination. For some positions this may include a drug screen. False statements may be cause for disqualification, removal from the eligible list, or discharge from employment. All statements made on applications are subject to investigation and verification.

OCSD only accepts applications submitted via our online application system. Resumes submitted via mail, fax or email will not be accepted.

The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

APPLICATION DEADLINE: Open until filled

Director of Finance, City of Petaluma
Salary Range: \$113,390 - \$147,149 Annually

The Director plays a crucial role on the City's management team, and works in partnership with, and reports to, the City Manager. He/She provides leadership and management of department staff, serves as City Auditor and Treasurer, and is responsible at the technical level for developing and managing the City's annual budgets and capital programs. The Director is responsible for the efficient and effective administration of the City's finances, and oversees general accounting, payroll processing, investment, debt management, and bond administration; prepares financial analyses, special studies and reports, and financial statements; and provides expert professional assistance to the City Manager and City Council on financial matters.

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The ideal candidate will have direct experience in a municipal finance environment and will have a record of successfully managing financial operations and personnel in a similar or larger sized organization. The Director will value and foster a close working relationship with the City Manager and will work cooperatively and in partnership with Department Directors in achieving the City's goals and objectives. As the City's Chief Financial Advisor, he/she will provide sound, timely, and expert advice on fiscal matters. The ideal candidate must be a local government finance expert and an exceptional problem solver who embraces complex challenges with enthusiasm, innovation, and creativity. He/She will stay abreast of current advances and best practices in all aspects of municipal financial administration, with the ability to provide recommendations and solutions that are consistent with the best practices in municipal finance. He/She will have a service oriented, can-do attitude and possess a big picture perspective. He/She will be able to provide informed guidance to Finance staff, and perform hands-on project work. The ideal candidate will also need to thrive in the midst of challenge, create positive change, inspire and motivate staff, remain calm and focused under pressure, and have a good sense of humor.

Candidates must possess a Bachelor's degree from an accredited college or university in finance, accounting, or related field and have five years of increasingly responsible public sector experience in municipal finance, including at least three years in a supervisory capacity. Experience as a Finance Director in a similar sized City, or experience as an assistant in a more complex organization is desirable. A Certified Public Accountant License or Master's degree is desirable and experience in developing program based budgets would also be advantageous.

*Starting salary will be dependent on the qualifications of the candidate. The City of Petaluma currently has a salary reduction and special leave program in place, which is in effect through June 26, 2011. This program results in a 3.1% reduction in pay, accomplished through special administrative leave. The annual salary range with the reduction is approximately \$109,875 to \$142,588.

For further information, refer to the recruitment brochure, which is available online at www.Calopps.org. If the online application process is not convenient for you, you may hand deliver or mail an application and resume to City of Petaluma, Human Resources, 11 English Street, Petaluma, CA 94952 Open Until Filled The City of Petaluma is an Equal Opportunity Employer.

APPLICATION DEADLINE: Open until filled

Utility Users' Tax Manager, Muni Services
Salary Range: \$60-\$75000

You're a top performing professional and relentless in your pursuits. You look for opportunities and express your ideas. You stay one step ahead of others in your field. We value your

qualities and want you on our team!

MuniServices provides the highest level of municipal revenue enhancement services. We help municipalities preserve, enhance and manage their revenue base. We are currently recruiting for a Utility Users' Tax Manager to join our Team located in Westlake Village, CA.

The UUT Manager will be responsible for planning, organizing, directing, and supervising duties relating to the operational and administrative functions of the Utility User Tax (UUT) / Franchise and California TOT (Transient Occupancy) Department in addition to the following duties:

- Perform UUT or Franchise Fee Compliance Reviews.
- Provide supervision of the reviews being performed by staff, including the development of a review plan, direction regarding the review and reviewing the schedules and reports prepared by auditors.
- Provide supervision of the administrative functions within the department, including the collection of payment data from our Clients, the input and cleaning of that data, the development of the departments system, and the invoicing of Clients.
- Provide supervision and monitor progress of third party contractors used for review purposes.
- Prepare budgets and projections for the department.
- Review invoices prior to issuance.
- Responsible for staffing and personnel issues in department.
- Responsible for addressing questions with Clients.
- Assist in developing new products / services related to this department.
- Demonstrate the principles of good customer service to all customers and colleagues.
- Demonstrate compliance with all company policies and/or regulations.

The successful applicant will have the following qualifications:

- BS in Accounting, Finance or Business Management or related field.
- Minimum of 10 years prior working experience in Finance / Accounting / Audit / Government sector, including minimum of 8 years of previous management / supervisory experience.
- Strong knowledge of Accounting and / or auditing knowledge.
- Previous working experience with utilities (electric / gas / telecommunications / cable TV / solid waste) is preferable.
- Prior experience or knowledge of government sector.
- Previous experience with tax compliance enforcement a plus.
- Strong tax research skills.
- Excited about this challenge?

MuniServices is a drug free work environment. All offers of employment are contingent upon successful completion of various background, educational, professional references and substance abuse tests. We offer a competitive salary, as well as an attractive set of benefits to our valued employees. Join our team and build a dynamic career with an exciting, growing company.

Equal Opportunity Employer

APPLICATION DEADLINE: Open until filled

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Budget Associate, City of Glendale**Salary Range: \$3,506 - \$5,380 per month**

Under general direction, this position assists in City-wide budget development and administration while performing a variety of associate-level professional, administrative and technical duties. ESSENTIAL FUNCTIONS of the job include, but are not limited to the following: Provides technical assistance to Departments in the formulation of budgets. Monitors budgets for various City Departments. Acts as budget liaison and the primary contact for departments on budget and accounting related matters. Performs budget projections and variance analysis with actual versus budget data. Conducts fiscal analyses, and reviews and assists in preparing the annual adopted budget, the City's Capital Improvement Project (CIP) budget, and other related documents. Complies with the Government Finance Officers Association and other Association requirements as deemed necessary for document submission. Analyzes changing services and impacts upon fees and charges. Assists with the development, review, and analysis of budgeted revenue estimates and fund sheets for the preliminary and final budgets. Assists in city-wide cost allocation plan and other rate studies as needed. Participates in the review and analyses of departmental budget estimates; participates in the development of preliminary and final City budget. Performs revenue analyses and research. Researches, reviews, analyzes, and follows-up on legislation related to revenues, expenditures, and general governmental financing. Prepares a wide variety of financial analyses, forecasts, and reports utilizing Excel, Word, PowerPoint, PeopleSoft, and other computer software programs. Instructs other personnel and members of the public in the various elements of the City's Budget and other aspects of the City's fiscal policies and procedures. Assists in special projects such as policy development, budget preparation, and the development and/or revision of financial procedures and systems. Researches, investigates and analyzes departmental and interdepartmental operations and administrative problems, including fiscal/budgetary issues, organization structures, functions, record procedures involving forms, documents and payrolls, work output and workload, expense control, layout and equipment. Assists in presenting budget information, departmental budget estimates, and capital improvement budgets to the City Council. Drives on City business. Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner. Performs other related duties as assigned or as the situation requires.

Education/Training/Experience

Bachelor's Degree in Accounting, Finance, Public Administration, Business Administration or a related field or an Associates Degree in Business combined with three years of increasingly responsible professional budget, accounting or highly related administrative experience. Experience in municipal or other government agency highly desirable.

APPLICATION DEADLINE: Open until filled