



SEPTEMBER 2011

## Inside:

Executive Director's Message.....3  
 Digest of County of Los Angeles School District General Obligation Bonds – White Paper.....4  
 Right-hand man picked for Oakland boss.....5  
 Education Opportunities.....5  
 Chapter Meetings.....8  
 Job Postings SEPT. 2011.....11



## President's Message

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

In this month's President's Message, I thought I would share some exciting news with you. I recently accepted an appointment as the new Assistant City Administrator for the City of Oakland. My last day as the City of San Jose's Director of Finance is September 9.

I am very excited about this new opportunity to continue my commitment in public service. I will be working with Oakland's new City Administrator, Deanna Santana. Deanna is no stranger to me as she is also from the City of San Jose, as a former Deputy City Manager. I look forward to my continued work with Deanna as her Assistant Administrator. Like many municipalities throughout the state (and country for that matter), Oakland is facing fiscal and organizational challenges. I will have the opportunity in Oakland to assist the City Administrator with her goals of stabilizing the organization and addressing the City's unprecedented fiscal condition. Specifically, I will be assisting Deanna with three core leadership responsibilities: (1) day-to-day City operations, (2) strategic planning, and (3) effective policy/legislative support for the Mayor and City Council. My particular focus will be on internal service departments and organizational development initiatives.

I have had more than 27 years of high-level organizational management experience. I am very humbled and honored to have served the City of San Jose over the past 10 and a half years as the City's Director of Finance. I am proud of the accomplishments the City has received under my leadership and appreciate the support of the Mayor, City Council, City Manager and the excellent finance team that I have had the honor to lead. During my tenure the City has achieved and maintained the highest credit rating of any large city in California. The City has maintained sound fiscal policies and financial operations. Over the past 10 years I have had the opportunity, along with the dedication and commitment of one of the most outstanding finance staff I have had the pleasure to work with, in navigating through some of the most difficult fiscal challenges the City has ever faced. As I move on to Oakland, I cannot underestimate my appreciation for the support and respect I have received from the San Jose finance team. I leave the City's Finance Department in good hands, since the City Manager, Debra Figone, has appointed the Assistant Finance Director, Julia Cooper, as the Acting Director of Finance, and Treasury Division Manager, Arn Andrews, as Acting Assistant Finance Director. I am sure they both will do well in continuing to steer the "finance ship" for the City of San Jose.

I would also like to assure you, the members of CSMFO, that I will continue to be committed and engaged in CSMFO. My new boss, Oakland's City Administrator Deanna Santana, welcomes and supports my continued commitment to this organization. After all, coincidentally, the 2013 annual CSMFO conference will be in the City of Oakland - how's that for a coincidence!

As I move on to my new role in Oakland, I thought I would share with you some "lessons learned" that I have picked up or learned along the way in my 20 years of being a municipal finance officer. I call them my "Scottism's" or Professional Values and

*Continues on next page*

## Contact Info:

CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS  
1215 K Street, Suite 2290  
Sacramento, CA 95814

(916) 231-2137 | (877) 282-9183  
Fax: (916) 231-2141  
[www.csmfo.org](http://www.csmfo.org)

## President's message continued

Attributes of a Successful Finance Director. You may have seen some of these attributes during your career, or maybe some of these may be new to you and you can use them to refresh your own "isms."

- Personal Integrity – ethical leaders shape organizations - follow the Code of Professional Ethics
- Sense of Fairness – treat people fairly and equally
- Sense of humor – when people are happy and having fun, they enjoy their work and are more productive
- Genuine/Care about people – need to nurture and motivate employees
- Know how to cope with difficult people – do not shy away from dealing with difficult people
- Encourage open communication – encourage dialogue, collaboration, and sharing of information
- Articulate expectations – this helps people be successful
- "Build the Bench" by mentoring, training, empowering staff
- Encourage professional development plans for staff
- Praise – make it a habit to praise people in front of others and provide on-going positive and constructive recognition, verbally and in writing
- Good listener – learn to listen carefully, leaders ask good questions
- Visible – get out and connect with the workforce and community
- Trusting and trustworthy – trust is powerful and binds people together
- Measured risk – support innovation and risk taking and do not punish staff when ideas flop
- Courage to act – leaders need to have a high level of confidence and not shy away from action
- Politically astute, but not political
- Flexible, innovative, and adoptive – be flexible, but stand by your principles
- Judgment - use good professional judgment
- Stick to the facts – don't personalize or react
- Build a solid reputation with peers, administration and elected officials
- Well balanced – emotionally and professionally
- Deliver your best
  - First impressions are powerful, project a positive personal and professional image for you and your finance department
  - Enhance your communication and professional skills
  - Study and learn from the best leaders, best practices, and best run organizations
  - Delegate, when necessary in order to deal with more demanding strategic plans
  - Do what you say you are going to do
- Be known for honesty, integrity, accuracy, value added analysis, and excellence in your work and your life
- Be human – we all make mistakes and we need to be open to hearing about and learning from them

In closing, I am in the process of preparing to attend the Washington Finance Officers Association (WFOA) Conference in Spokane later this month and will provide a brief report in October. Hope you have all enjoyed your summer and are doing well. I am looking forward to seeing you at the League's Municipal Finance Institute in Long Beach, beginning November 30. ■

## Officers, Directors and Standing Committees

### President

Scott Johnson, City of San Jose

### President-Elect

Laura Nomura, City of Irwindale

### Past President

Ronnie Campbell, City of Camarillo

### Board of Directors

John Adams, City of Thousand Oaks

Harriet Commons, City of Fremont

Pamela Arends-King, City of Tustin

Christy Pinuelas, City of Agoura Hills

Jesse Takahashi, City of Campbell

Teri Albrecht, City of Merced

## Committees

### Administration

Steve Heide, Chino Valley Independent Fire District

Carrie Corder, Cucamonga Valley Water District

Stephen Dunn, City of Upland

Bob Biery, City of Westlake Village

Jesse Takahashi, City of Campbell

### Annual Conference

Jesus Nava, City of Burlingame

Mary Dodge, El Cerrito

David Cain, Moulton Niguel Water District

Viki Copeland, City of Hermosa Beach

Harriet Commons, City of Fremont

### Career Development

Margaret Moggia, West Basin Municipal Water District

Drew Corbett, City of Sunnyvale

Mark Uribe, City of Camarillo

Brenda Charles, City of San Jose

Mary Bradley, City of San Luis Obispo

Ronnie Campbell, City of Camarillo

Christy Pinuelas, City of Agoura Hills

### Membership Benefits

Stuart Schillinger, City of Brisbane

Brent Mason, City of Riverside

Pauline Marx, City of San Francisco

Teri Albrecht, City of Merced

### Professional Standards & Recognition

Chu Thai, City of South Pasadena

Stephen Parker, Yorba Linda Water District

Terri Willoughby, City of Menifee

Pamela Arends-King, City of Tustin

### Technology

Barbara Boswell, City of Lancaster

Rick Teichert, Moreno Valley

Mark Alvarado, City of Monrovia

John Adams, City of Thousand Oaks

### League Liaison

Dave Culver, City of San Mateo

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



## Executive Director's Message

— Melissa Dixon

At this time next month, the volunteer leadership of CSMFO will be gathering at the Disneyland Hotel in Anaheim to set the future direction of our organization. Board members, committee members, and chapter chairs will review the three-year strategic plan developed last year to ensure we're still on course, and then will identify what actions should be completed in 2012 to keep the society moving forward.

Following are some of the things I've been thinking about in preparation for the upcoming Planning Session:

**Legislative Symposium.** The last couple years I've planned this event, I've had trouble identifying speakers and topics. With today's technology and how quickly information is disseminated, my thoughts go to whether or not we need an annual legislative event (or if we're doing one because we've always done one). I've thought perhaps a different format would be more applicable to our members' needs, such as a webinar. I don't know that this is the correct answer...it may be a majority of you will write in response to this message and explain to me why it's imperative we continue to hold a Legislative Symposium. I suppose I shall wait and see! I feel, however, that the way we're currently handling this event needs a revamp.

**Membership.** Membership is currently on an individual basis. I've been wondering if it wouldn't be more beneficial to our municipalities to have membership be by agency. When I did my research on this issue, back in May, CSMFO had 1199 municipal members representing 618 different agencies. That's an average of 1.94 members per agency.

- Of those 618 unique agencies:
- 345 have only one member
- 133 have two members
- 75 have three members
- 65 have four or more members

Membership is \$110 for 1-3 at the same agency, \$75 for each additional member from the same agency. The average amount paid by any one agency is \$204, but over half the agencies only have one member (and so only pay \$110 annually). My question to you, our government members, is if we changed to an agency membership and charged \$250 per agency annually, would that be a positive change for you? For those 345 of you who only have one member, would you maintain your membership? Would you find it worth the extra investment to allow all of your employees to have access to CSMFO membership benefits?

For you corporate members, it makes much more sense to have the membership be my agency than by individual. (How do we identify our exhibitors as members, when it changes based on who's staffing your booth?) Currently we average 1.5 members per company, and each individual pays \$220 annually. If we move to a company membership and charged \$450 annually, would you maintain your membership? Would you find it beneficial to be able to identify your company as a member of CSMFO?

If you have answers to my membership questions or suggestions for the annual legislative event, I would love to hear your thoughts. Likewise, if you have other ideas for items that could be discussed at the Planning Session in October, I'd love to hear from you. Please email me at [melissa.dixon@staff.csmfo.org](mailto:melissa.dixon@staff.csmfo.org). ■

### CSMFO Chapter Chairs

**Central Coast**

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

**Central Los Angeles/South Bay Co-Chairs**

Agnes Walker, South Bay Regional Public Communications Authority  
310-973-1802, awalker@rccc911.org  
Eleanor Manzano, City of Redondo Beach  
310-318-0656, eleanor.manzano@redondo.org

**Central Valley**

Kathleen VonAchen, IntelliBridge Partners, LLC  
209-275-9074, kvonachen@gmail.com

**Channel Counties Co-Chairs**

Carole Wilson, City of Thousand Oaks  
805-449-2241, cwilson@toaks.org  
Licette Maldonado, City of Camarillo  
805-388-5327, lmaldonado@ci.camarillo.ca.us

**Coachella Valley**

Jason Simpson, City of Temecula  
951-694-6430, jason.simpson@cityoftemecula.org

**Desert Mountain**

Marc Puckett, Town of Apple Valley  
760-240-7000, MPuckett@applevalley.org  
George Harris, City of Adelanto  
760-246-2300, gharris@ci.adelanto.ca.us

**East Bay**

Debra Auker, City of Hayward  
510-590-7344, debra.auker@gmail.com

**Imperial County**

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

**Inland Empire**

Terry Shea, City of Canyon Lake  
951-244-2955, tshea@ramscpa.net

**Monterey Bay**

Marc Pimentel, City of Watsonville  
831-768-3470, pimentel@ci.watsonville.ca.us

**North Coast**

Bill Mushallo, City of Calistoga  
707-942-2803, bmushallo@ci.calistoga.ca.us

**Northeast Counties**

Steve Strong, City of Redding  
530-225-4079, sstrong@ci.redding.ca.us

**Northwest Counties**

Stephanie Beauchaine, City of Rio Dell  
707-764-3532, finance1@riodellcity.com

**Orange County**

Pamela Arends-King, City of Tustin  
714-573-3061, PArends-King@tustinca.org

**Peninsula**

Stuart Schillinger, City of Brisbane  
415-508-2151, schillinger@ci.brisbane.ca.us

**Sacramento Valley**

Stefani Daniell, City of Citrus Heights  
916-727-4776, sdaniell@citrusheights.net

**San Diego County**

Dennis Coleman, City of Solana Beach  
858-720-2461, dcoleman@cosb.org

**San Gabriel Valley**

Josh Betta, City of Glendora  
626-914-8241, jbeta@ci.glendora.ca.us

**South San Joaquin**

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

# Digest of County of Los Angeles School District General Obligation Bonds – White Paper

By Doug Skarr, Manager, CDIAC Policy and Research Unit - Originally appeared in Debt Line Aug. 2011

The use of creative financing structures to mitigate school district funding shortfalls has been a natural result of the current economic downturn. Given this environment, Los Angeles County Treasurer and Tax Collector, Mark Saladino, issued a “white paper” in May 2011 addressing school district bond financing techniques. Treasurer Saladino was concerned that some questionable financing practices were being employed to provide additional funding over the voter approved limits on general obligation bonds. The white paper provided increased visibility on certain types of financing techniques and stressed the need to institute best practices in the issuance of school district debt. The white paper addressed two major themes:

- The use of alternative financing structures to generate “premiums” to augment funding over authorized limits, and in some cases, pay for expenses unrelated to bond debt service.
- The use of unconventional, and sometimes expensive, financing structures to exceed the lending limits imposed by Proposition 39.

This article discusses in greater detail these practices and seeks to provide a better understanding of the LA County Treasurer and Tax Collector’s white paper.

## A Source of California Debt and Investment Information “Premium” Financing Structures

School districts may chose to issue bonds using a premium financing structure that involves offering an above market rate of interest on a bond issue. The practice enables the district to price the bonds above their par value and, thus, generate a “premium.” A similar practice was used in the past by school districts refunding their existing debt, but Attorney General Jerry Brown issued an opinion in 2009 restricting the practices. Earlier this year Attorney General Kamala Harris provided clarity on the practice of premium pricing through a letter to a Southern California school district. It stated,

“...the practice of artificially inflating the interest rate to generate premium for unauthorized uses translates into additional bond proceeds over and above what the voters authorized. Thus, by diverting premium to unauthorized uses and by artificially inflating interest rates to generate premium, the School District is not acting consistent with statutory law, and is also incurring debt beyond what the voters authorized in violation of the California Constitution.”

The Los Angeles County Treasurer and Tax Collector’s white paper addressed the following practices related to premium financing. **Continue Reading**

\*\* ADVERTISEMENT \*\*

**CM** FIXED INCOME STRATEGIES THAT CREATE VALUE AND MANAGE RISK

**CHANDLER  
ASSET MANAGEMENT**

**Investment Management:**

- Local Agency Funds
- Post Employment Benefit Trusts
- Bond Proceeds

www.chandlerasset.com | 800.317.4747

\*\* ADVERTISEMENT \*\*

**B  
W** **Bartle Wells  
Associates**

*Independent Public Finance Advisors*

- Financial Planning
- Utility Rate Studies
- Energy Consulting
- Project Financing

510.653.3399  
www.bartlewells.com  
Berkeley, California

## Right-hand man picked for Oakland boss

By Sean Maher - Originally appeared in San Jose Mercury News - August 7, 2011

OAKLAND – New City Administrator Deanna Santana has recruited a colleague from San Jose to help her run the city. Santana said Friday that she's hiring San Jose Finance Director Scott Johnson as her right-hand man – Oakland's new assistant city administrator.

Johnson, 55, held his post for more than a decade in San Jose, where he worked with Santana on audits into the city's financial practices, she said Sunday. They also worked together in drafting the city's medical marijuana tax measure, which brought the city \$290,000 in its first month. And as the financial director for the tenth-largest city in the United States, he's demonstrated a sharp eye for handling large, complex fiscal systems, she said.

"He'll focus on building and strengthening the organization of the city," Santana said. Oakland's budget is expected to get harder before it gets any easier – a projected \$58 million deficit the City Council closed in this year's budget is expected to grow to more than \$70 million next year. As that happens, Santana said, demand for city services isn't likely to shrink – so part of Johnson's job will be helping find ways to reconcile that problem.

**Continue Reading at [mercurynews.com](http://mercurynews.com)**

## CSMFO Annual Weekend Training Seminar

The Annual Weekend Training Seminar is a two and a half day skills-based workshop scheduled for Friday, November 18 through Sunday, November 20, 2011, at the Doubletree Hotel in Ontario. The training consists of 10 different sessions covering such topics as: legislative update for California finances, investing public funds, bond financing, redevelopment, financial analysis and reporting, long-term financial planning, and budgeting.

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

Class size is limited to 40 participants and fills up quickly each year, so hurry and [register!](#) The registration fee for the Full Rate is \$425 and \$350 for the Commuter Rate. Registration closes October 21, 2011.

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

If you have any questions or would like more detail regarding the workshop, please contact Mark Uribe, Vice-Chair at [muribe@ci.camarillo.ca.us](mailto:muribe@ci.camarillo.ca.us) or 805-388-5358.

If you have any questions regarding registration, please contact Elizabeth Cardwell, CSMFO Meetings & Membership Specialist, at 877-282-9183. ■



**Essentials of Treasury Management Workshop**  
 October 5-7, 2011  
 Kellogg Conference Center,  
 Cal Poly Pomona  
**Register Today!**

## CMTA's Essentials of Treasury Management Workshop

The Essentials of Treasury Management Workshop is designed to provide newly elected or appointed treasurers, or those with less than three years of treasury management experience, with top-notch training in treasury fundamentals. This workshop is also beneficial for those who want a “refresher,” as well as for those who are earning points toward the Certified California Municipal Treasurer credential.

- Investment Policy
- Internal Controls
- Investment Risk
- Purchase and Sale Process
- Cash Flows
- Politics of Investing Public Funds
- Economic Indicators

**Register Today!**

*Download the agenda.*

**Register online at [www.cmta.org](http://www.cmta.org). Registration closes September 30.**

## CSMFO Conference

### Wednesday, February 29 – Friday, March 2, 2012

### Disneyland Hotel, Anaheim California

#### Things to do in Anaheim...Come a day early and leave a day late!

Anaheim offers a wide array of unique activities for visitors throughout the city. As our annual CSMFO conference is being held at the Disneyland Hotel, it would be redundant to encourage you to visit "The Happiest Place on Earth." For everything else Anaheim (and vicinity), here's a snap shot of things to see and do during your extended stay before or after the CSMFO conference.

#### Weather in February/March

Average temperature high - 69° F

Average temperature low- 47° F

Average rainfall - 2.86" (making February the height of the rainy season)

#### For the Adrenaline Junkie

Flightdeck Air Combat Center - A flight simulation center providing those who haven't served in the air force a chance to be top gun. Hop in a military fighter jet flight simulator and experience the exhilaration of aerial exercises, take-offs, aircraft carrier landing and combat. Advance reservations are required. All the gear, instruction and training are part of the package; managing helmet hair is up to you. Phone: 714-937-1511: Website: [www.flightdeck1.com](http://www.flightdeck1.com)

Indoor kart racing at its finest. The Anaheim track features tunnels, straight aways and night time racing with a club-like atmosphere including music and light show. You can put pedal to the metal at top speeds of 45mph. The Anaheim location is the only track in the U.S. with not one, but TWO tunnels. Enough said. Phone: 714-632-6999; Website: [www.k1speed.com](http://www.k1speed.com)



#### Save the Date!

**CSMFO Conference**  
**Disneyland Hotel**  
**February 20 - March 2, 2012**

## Upcoming Webinar

### "Understanding State-Local Relationships in California -- How did we get here? Where are we headed?"

**2:00 p.m. - 3:30 p.m.**

**Thursday, September 8**

Target: all finance professionals, general managers

Presenter: Michael Coleman, Fiscal Policy Advisor, League of California Cities, and special consultant to CSMFO

**Webinar topics:**

1. What can the history of State and local relationships tell us about what may be on the horizon?
2. What are the implications of the State's realignment plans for local government?
3. What are likely options for how things will evolve from here?
4. Where might local governments become vulnerable?
5. How can local governments plan and prepare for the future?

**Post-webinar discussion topics:**

- a. How have changes in State and local relationships affected our agency?
- b. How could future directions impact our agency?
- c. What issues and options should we be communicating with our elected officials and the public?

There is no charge for this webinar, but advance registration is required. **Register today!**

Want to earn CPE credit for this webinar? Here are the requirements:

- Register and participate in your own name
- Note at the time of registration for the webinar that you request CPE credit
- Respond to at least 75% of the polling questions
- Hold membership in your name in CSMFO
- Pay CSMFO \$25.00 after the webinar to issue the certificate

\*\* ADVERTISEMENT \*\*



**The Game Changes, The Goal Doesn't**

**WILLDAN — The Team With the Winning Solutions**

- Staff Augmentation
- Bonded Debt Compliance
- Cost of Service Fee Studies
- State and Federal Compliant Cost Allocation Plans
- Proposition 218 Studies
- Special Financing District Administration
- Information Technology Assessment Services
- Revenue Generation Strategies

**WILLDAN**  
Financial Services

800.755.6864  
[www.willdan.com](http://www.willdan.com)

### Registration is now open for the Bond Buyer's California Public Finance Conference!

September 14-16, La Costa Resort, Carlsbad, CA

The conference will be relevant to all public-sector policy makers and advisors, even if you're not the hands-on debt manager. The conference agenda has been crafted to facilitate an open and honest discussion of the obstacles facing California municipal issuers and their leaders, and to generate fresh solutions and actionable strategies for building a sustainable fiscal future.

Enter PROMO Code: CSMFO and take \$50 off your registration. Call 800.803.5797 for more information and group rates.

**Pre-Conference Agenda**

## Joint South San Joaquin & CMTA Division 3 Chapter Meeting

**Date:** Thursday, September 15

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

**Speaker:** Mr. Fausto Hinojosa, Managing and Audit Partner, Price Paige and Company

**Topic:** GASB Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions

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

**Cost:** \$20

**Menu:** Teriyaki chicken with fresh baked bread, green salad, cherry crisp

**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 September 12, 2011. Contact Cass Cook at [ccook@nhernandez@visalia.k12.ca.us](mailto:ccook@nhernandez@visalia.k12.ca.us) or 559-730-7534. When making a reservation, please indicate your meal preference. Reservations not canceled within 48 hours of the meeting will be billed.

## San Garbiel Valley Chapter Meeting

**Date:** Wednesday, September 21

**Time:** 11:30 a.m. - 1:30 p.m.

**Speakers:** Marc Schneider and Kathleen Marcus, Attorneys at Law, Stradling Yocca Carlson & Rauth

**Topic:** The SEC Takes Aim at the Municipal Finance Industry

**Place:** Courtyard by Marriott  
700 West Huntington Drive  
Monrovia, CA

**Cost:** \$38 for members and non-members (Includes lunch and beverage)

**RSVP:** For Reservations, please contact Liz Stoddard at the City of Glendora, 626-914-8238, [estoddard@ci.glendora.ca.us](mailto:estoddard@ci.glendora.ca.us). If your e-mail response is rejected by the City of Glendora's hungry spam service, please call Liz or Josh. Make checks payable to City of Glendora.

**Bring your business card for a chance to win prizes provided through the continued generosity of our commercial members.**



# Central Valley Chapter Meeting

**Date:** Thursday, September 15

**Time:** 11:45 a.m. - 1:30 p.m.

**Speaker:** Ahmed Badawi, Caporicci & Larson, CPA

**Topic:** GASB 54, The New Fund Balance: Examples of Early Implementation Cities and Q&A Session

**Place:** City Hall  
1 Plaza  
Patterson, CA 95363

**Cost:** \$20

**RSVP:** To RSVP, please email or call by September 12th: Minnie Moreno, Interim Finance Director, City of Patterson, 209-895-8046, [mmoreno@ci.patterson.ca.us](mailto:mmoreno@ci.patterson.ca.us).

Speaker Request: Prior to the meeting, Ahmed Badawi would like to have a list of GASB 54 questions from the Chapter membership. Please submit your questions by emailing or contacting: Kathleen VonAchen, Chapter Chair, 209-275-9074, [kathleen.vonachen@gmail.com](mailto:kathleen.vonachen@gmail.com).

\*\* ADVERTISEMENT \*\*

**Your assets. Our focus.**

Cutwater Asset Management is a client-focused and solutions-based investment advisor focused exclusively on fixed income investments. We're proud of our longstanding relationships with our public clients in California where we've been trusted to manage assets for more than a decade. Our mission is to be a leader in responsible investment management while providing our clients with consistent and superior risk adjusted returns.

For more information on how we can provide you with fixed income strategies and solutions, please contact us 866-766-3030 or visit [www.cutwater.com](http://www.cutwater.com).

**CUTWATER** ASSET MANAGEMENT

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

## Joint Orange County & CMTA Division 9 Chapter Meeting

**Date:** Wednesday, September 14

**Time:** 11:45 a.m.

**Speakers:** Shari Freidenrich, Orange County Treasurer-Tax Collector

**Topic:** State of the County Treasury

**Place:** Tustin Ranch Golf Club  
12442 Tustin Ranch Road  
Tustin, CA 92782

**Cost:** Members: \$35 (if paid before Sept. 7, \$40 after Sept. 7 or at the door)  
Non-Members: \$40 (if paid before Sept. 7, \$45 after Sept. 7)  
(Make checks payable to CMTA)

**RSVP:** RSVP by email to Linda Anicich at [lanicich@tustinca.org](mailto:lanicich@tustinca.org) by Sept. 7, 2011. Download and return the [registration form](#).

## Joint Inland Empire Chapter & CMTA Division 8 Meeting

**Date:** Thursday, September 15

**Time:** 11:30 a.m. - 1:30 p.m.

**Speakers:** Ernie Cooper, JD, CPA, CFE, Retired Special Agent with FBI

**Topic:** Fraud Can Happen to You—Can It Be Prevented?

**Place:** Dave & Buster's  
4821 Mills Circle  
Ontario, CA 91764

**Cost:** \$20

**Menu:** Caesar salad, Monte Carlo chicken, garlic herb roasted potatoes, sauteed green beans, gourmet dessert squares, coffee & iced tea

**RSVP:** RSVP to [smartirosyan@ramscpa.net](mailto:smartirosyan@ramscpa.net) by Tuesday, September 6. Cash preferred or bring a check payable to the City of Rancho Cucamonga. Since we guarantee a minimum attendance, all no-shows will be billed.

## Central Coast Chapter Meeting

**Date:** Thursday, September 8

**Time:** 12:00 p.m.

**Speakers:** Leslie Massey, Commerce Bank

**Topic:** ControlPay Advanced, the Automated Accounts Payable Solution

**Place:** Rosa's Restaurant  
491 Price Street  
Pismo Beach

**RSVP:** Please RSVP to [jsorenson@prcity.com](mailto:jsorenson@prcity.com) by Wednesday, September 7 at 4:00 pm.

## Job Postings SEPTEMBER 2011

### Senior Budget Analyst, City of Newport Beach Salary Range: \$6,288.53 - \$8,850.40 Monthly

**DEFINITION:** To plan, organize and coordinate City-wide budget development, administration and reporting functions; and to perform a variety of advanced-level professional, administrative and technical duties.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direction from management staff and Department Director. Exercises full first-level supervision over assigned staff. Exercises functional supervision over assigned professional, technical and administrative support staff during budget development.

**EXPERIENCE & TRAINING AND LICENSE/CERTIFICATE** A combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of increasingly responsible professional budget, accounting or closely related administrative experience. Municipal and lead supervisory experience are highly desirable.

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

**License/Certificate:** Possession of, or ability to obtain, an appropriate, valid California driver's license.

**Additional Requirement:** Prior to employment, the prospective candidate must successfully complete a thorough background review, including being fingerprinted by Newport Beach Police Department.

**Disaster Service Worker:** In accordance with Government Code Section 3100, City of Newport Beach Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The eligible list from this recruitment may be used to fill future vacancies as they occur. A written exam for candidates deemed most qualified as reflected in their application package is tentatively scheduled for Tuesday, September 20, 2011.

Candidates are required to submit a resume and cover letter that briefly addresses their professional budget, accounting or closely related administrative experience and any lead or supervisory experience along with a completed on-line application in order for the application package to be considered complete.

For a complete description and to apply on-line, visit our website at [www.newportbeachca.gov](http://www.newportbeachca.gov). No faxes accepted. EOE. City of Newport Beach, Human Resources Department, 3300 Newport Blvd, Newport Beach, CA 92663, Phone number (949) 644-3298.

**APPLICATION DEADLINE: 5 p.m., September 13**

**Senior Accountant, City of Oakley****Salary Range: \$6,464-\$7,981/monthly**

The City of Oakley is accepting applications for a Senior Accountant. Under direction of the Finance Director, the Senior Accountant leads, oversees, and performs more complex and difficult work related to a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports. The Senior Accountant also assists in the preparation of City budgets; participates in the annual audit; is responsible for the year-end closing; and provides highly responsible and complex technical assistance to operating departments.

The ideal candidate has at least five years of increasingly responsible professional accounting experience that includes experience in a public agency; Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or related field.

APPLY BY: September 9, 2011 at 5:00 pm. Qualified individuals must submit a City application, supplemental questionnaire, and resume to: City of Oakley, Human Resources, 3231 Main Street, Oakley, CA 94561. Application may be obtained on the City's website at [www.ci.oakley.ca.us](http://www.ci.oakley.ca.us) EOE

**APPLICATION DEADLINE: September 9, 2011****Accounting Manager, San Juan Capistrano****Salary Range: \$84,144- \$102,288**

The Chief Financial Officer/City Treasurer seeks an Accounting Manager with strong leadership and interpersonal skills and a high standard of ethics to guide and lead the Accounting/Finance Division. He/she should have a "lead by example" management style and will hold staff members accountable to achieving and maintaining a high level of customer service and professionalism. The selected candidate will be able to describe complex financial concepts to the City Council, City Manager and the public with ease in a manner that can be understood. In addition, he/she must have political astuteness and excellent communication skills when dealing with a variety of stakeholders including internal staff, elected officials, the public and the press.

Under general administrative direction from the Chief Financial Officer/City Treasurer, the Accounting Manager, exercises direct supervision over professional, technical and clerical staff. The Accounting Manager directs, manages, supervises and coordinates the activities and operations of staff responsible for performing professional, and technical accounting functions including accounting, financial reporting, investments, accounts receivable, accounts payable, payroll, and utility billing; prepares a variety of financial statements and reports; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Chief Financial Officer/City Treasurer. Typical tasks include:

Assumes management responsibility for all day-to-day services and activities of professional, technical, and clerical accounting functions including accounts receivable, accounts payable, payroll and utility billing.

Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Selects, trains, motivates and evaluates accounting personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Participates in the compilation and preparation of the City's annual budget; verifies budget funds and accounts; reviews budget requests and expenditures to ensure proper account coding.

Prepares monthly and quarterly financial statements and special reports; analyzes and identifies revenues and expenditures; prepares worksheet summaries of billings, water activity, cash receipts and other accounts receivable transactions.

Prepares and monitors monthly Statement of Revenues, Expenditures, and Capital Project Costs; coordinates year-end audit; organizes required audit schedules and year-end financial statements, government required reports, and the City's comprehensive Annual Financial Report.

The ideal candidate will have sound integrity and a strong work ethic. The selected candidate must have outstanding oral and written communication skills. The position requires graduation from an accredited college or university with an equivalent to a Bachelor's degree with major coursework in accounting, finance or a related field. The ideal candidate will have five years of professional accounting experience including two years of supervisory responsibility. A Master's Degree is highly desirable. CPA is preferred.

Skills, Knowledge and Abilities:

The selected candidate should have knowledge and skills of the following:

Principles and practices of finance and governmental accounting systems and methods.  
Operational characteristics, services and activities of a professional accounting program.

Principles and practices of program development and administration.

Methods and techniques of managing investments.

Principles and practices of auditing.

Principles and practices of fund accounting and GASB.

Principles and procedures of financial record keeping and

*Continues on next page*

reporting.

Interpreting and applying pertinent Federal, State and local codes, policies, laws and regulations.

Overseeing and participating in the management of a comprehensive professional accounting program.

Selecting, supervising, training and evaluating staff.

Assisting in the management of the City's investment portfolio. Participating in the development and administration of division goals, objectives and procedures.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

**Application & Selection Process**

The first review of this recruitment will be September 6, 2011. To be considered for this outstanding career opportunity, please submit your completed City application, resume, current salary, and a minimum of five (5) professional references to:

Human Resources Division  
 City of San Juan Capistrano  
 32400 Paseo Adelanto  
 San Juan Capistrano, CA 92675  
 949) 443-6322

Following the first review date, resumes will be screened according to qualifications outlined above. Candidates who exhibit the most relevant qualifications will be invited to participate further in the recruitment process. Please direct questions to the phone number listed above.

**APPLICATION DEADLINE: September 6, 2011**

**Chief Accountant-Internal Audits Division, County of Riverside-Auditor Controller's Office**  
**Salary Range: \$38.42-\$52.81 Hourly**

Under general direction, to plan, organize, and direct the operations of the Internal Audits Division of the Auditor-Controller's Office; and to recommend and manage the implementation of accounting system revisions.

This class reports to the Deputy Auditor-Controller and is responsible for managing, organizing and directing, the operations of the Internal Audits Division of the Auditor-Controller's Office.

**DUTIES:**

- Supervises and trains directly and through subordinates, professional, and clerical personnel in the auditing division.
- Determines scope and performance of auditing operations.
- Assists in the development and implementation of department operating and administrative policies and procedures.

- Advises staff directly and through subordinates on technical problems; and provides recommendations on personnel appointments and other transactions.

- Organizes, assigns, and reviews the work performed by auditing staff in connection with internal audits, cost accounting, mandate reimbursements, cost recovery, rate reviews and other related auditing/accounting systems.

- Prepares or supervises the preparation of a variety of complex and special reports.

- Consults with and advises others on work-related matters, including advising on modifications to existing auditing and accounting practices; reviews and studies changes in legal and procedural requirements for county and district fiscal records and audit operations.

- Directs and develops comprehensive audit plans; scope of audits; development of audit reports and audit analysis.

- Directs the performance of audits of county departments, districts or agencies; review controversial audit reports and assist in determining conclusions requiring policy decisions or refers to the Auditor-Controller.

- Oversees complex audits that include multiple entities, departments, funds, accounting systems and regulations that govern the audited entities.

- Directs risk-based audits.

- Oversees the County of Riverside's Fraud reporting program.

**RECRUITING GUIDELINES:**

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in business or public administration, economics, finance, accounting, auditing or a closely related field with a specialization in accounting. (A specialization in accounting is interpreted as the completion of 18 semester or 27 quarter units in accounting coursework); or possession of a certificate as a Certified Public Accountant or Certified Internal Auditor.

AND

**Experience:**

Six years of experience as an Internal Auditor, which included at least three years of experience in a supervisory capacity over senior level audit staff.

Required knowledge of and the ability to apply auditing standards: Standards for the Professional Practice of Internal Auditing (Red Book), Government Auditing Standards (Yellow Book), and risk-based auditing.

**OTHER REQUIREMENTS:**

License/Certificate: Possession of a valid California Driver's License may be required for some positions in this class.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction

*Continues on next page*

may disqualify the applicant from County employment), and verification of education.

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving

**APPLICATION DEADLINE: October 6, 2011**

**Controller and Audit Manager, City of Lynwood**  
**Salary Range: \$74,406 - \$90,441 annually**

Under general direction of the Assistant City Manager, the Controller and Audit Manager is responsible for coordinating, planning and directing the Finance-Accounting Division, reviewing accounting and Water Billing/Collections division staff work and performance, and supervising and performing diverse and specialized financial, performance and operational audits of various City operations and functions using accepted audit programs and practices; plans, budgets and schedules audit assignments to ensure that audit objectives are met in accordance with generally accepted auditing standards, prepares work papers in accordance with appropriate standards; makes recommendations regarding improvements in systems, controls, procedures, or other corrective actions as necessary to assist management to maintain a comprehensive frame work of internal controls and ensure efficiency and effectiveness in operations; leads the financial and operational analyses during the budget development; maintains regular control on citywide spending and performance and reporting to the City Council; and performs other duties as assigned. This position requires excellent knowledge of the theories and principles of auditing and governmental accounting, financial and operational analyses; municipal administrative practices; internal audit standards; electronic data processing systems; administrative and accounting controls and the ability to logically develop audit reports and recommendations and interact with all levels of management and the elected officials. Under direction, exercises discretion in decision-making which may impact the implementation and application of fiscal policy, practices and standards. This position directs and provides technical/functional supervision over accounting, auditing, technical and support staff.

Five years of increasingly responsible experience in supervising a City or local government accounting function, auditing, accounting and/or financial analysis; including two years of supervisory experience. Experience with a municipal agency highly desirable. Bachelor's degree from an accredited college or university with major course work in accounting finance, public administration, business administration, or a related field is required. A Master's degree is desirable. Certification as an Internal Auditor or Public Accountant is preferred. Possession of a CPA or CIA certificate is preferred. Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles is required.

Applications must be filed online at [www.lynwood.ca.us](http://www.lynwood.ca.us)

**APPLICATION DEADLINE: Open until filled**

**Administrative Services Director, City of Calistoga**  
**Salary Range: \$7,492-\$9,107 monthly**

**The Position:**

This department head position will, under direction from the City Manager, direct and administer activities, programs, and policies in the areas of Finance, Budget, Utility Billing, Treasury Cash Management, Risk Management, Information Services and other administrative activities. Prepares proposed and final municipal budget, forecasts revenues, estimates, expenditures and investigates significant changes in revenue. Oversees the City's financial audits and Tax Compliance. Provides highly responsible and complex administrative support to the City Manager.

The incumbent is expected to act with a high degree of independence of action. Direction received consists of assignment of responsibility to obtain objectives in accordance with policy guidelines.

Qualifications: (The following are the minimal qualifications necessary for entry into the classification.)

**Education and/or Experience:**

Bachelor's degree in Accounting, Finance, Business/Public Administration or related field plus seven years in an increasingly responsible position in Accounting, Finance, or related experience area. Experience and knowledge of municipal financial operations is preferred.

Please visit our website at [www.ci.calistoga.ca.us](http://www.ci.calistoga.ca.us) for a full description of the position functions and requirements.

**Applications:**

Applications are available at the City of Calistoga, 1232 Washington St., Calistoga, CA, (707) 942-2805, or they may be downloaded at [www.ci.calistoga.ca.us](http://www.ci.calistoga.ca.us). Applications must be filled out completely and received by the Human Resources Department by 4:30 p.m. on the final filing date. The deadline to apply is September 16, 2011. Applications received after the deadline or incomplete applications will not be considered.

**APPLICATION DEADLINE: September 16, 2011**

**Assistant Director of Administrative Services,  
 Budget Officer & Revenue Officer, City of Stockton**  
**Salary Range: See below**

The City of Stockton - Administrative Services Department is recruiting for three key financial positions:

The Administrative Services Department is responsible for directing the following activities: financial planning and budgeting, monitoring revenue, billing, collection, investments, audits, and disbursement of funds; reporting on accounting and financial activities, processing City's payroll; coordinating purchasing activities; formulation and execution of the City's policy, research and budget analysis programs; and long-term debt.

*Continues on next page*

Assistant Director of Administrative Services, Salary \$7,661.00 - \$9,835.00 Possession of a Bachelor's degree from an accredited four (4) year college or university with major course work in accounting, business administration, finance, or a closely related field and five (5) years of increasingly responsible professional experience in managing the financial functions of a division and/or department, preferably in a public agency or governmental setting.

Budget Officer, Salary, Salary \$7,661.00 - \$9,835.00 Possession of a Bachelor's degree from an accredited college or university with major course work in public or business administration, finance, economics or a closely related field, and five years of increasingly responsible professional analytical staff experience, including at least two years of lead or supervisory experience.

Revenue Officer, Salary \$6,779.97 - \$8,705.62 Equivalent to graduation from a four-year college or university with major course work in business or public administration or a closely related field and two years of lead or supervisory experience involving responsibility for the receipt, accounting, collection and/or disbursement of funds. Additional nonmanagement experience as outlined above may be substituted for the education on a year-for-year basis to a maximum of two years. Experience in a public agency or governmental setting is desirable.

APPLY BY 5:00 p.m., Friday, September 16, 2011. For complete job descriptions and to complete an on-line application, please visit [www.stocktongov.com/jobs](http://www.stocktongov.com/jobs)

**APPLICATION DEADLINE: 5:00 p.m., September 16, 2011**

**Principal Management Analyst, East Bay Municipal Utility District**  
**Salary Range: \$91,944 - \$119,520 annually plus excellent benefits**

TEAST BAY MUNICIPAL UTILITY DISTRICT  
 PRINCIPAL MANAGEMENT ANALYST  
 \$91,944 - \$119,520 annually  
 Excellent Benefits & Retirement

Join an industry-leading water supply and wastewater utility as a Principal Management Analyst conducting budget preparation and financial analyses, performing operational analyses and providing personnel management assistance and/or supervising assigned staff.

The most competitive candidates will have experience in budget preparation, proficiency in cost-benefit analysis, life cycle costing and other analytic tools, knowledge of public entities including utilities and their operations and structures, familiarity with using information systems and excellent written and oral communication skills.

Requires BA/BS and five years of professional experience.

Please go to our website, [www.ebmud.com](http://www.ebmud.com) to apply. Final filing deadline is Monday, September 12, 2011 by 4:30 p.m.

EBMUD  
 Recruitment Division  
 375 - 11th Street  
 Oakland, CA 94623-1055  
 Tel: (510) 287-0742  
 EEO/AA

**APPLICATION DEADLINE: September 12, 2011**

**Financial Services Manager, City of Burlingame**  
**Salary Range: \$7,664.00 - \$9,359.00**

Summary: The Financial Services Manager manages the daily operations of the Finance Department, including accounting functions, payroll, accounts payable and receivable, treasury activities, utility billing, customer service, and provides highly responsible technical and professional staff support. The incumbent receives general direction from the Finance Director and provides direct and indirect supervision of professional, technical, and clerical personnel.

Examples of duties: (include but are not limited to the following)

- Supervises department personnel and the delivery of quality financial services to city departments, city vendors, contractors, city residents, and businesses.
- Ensures that City finances comply with generally accepted accounting principles (GAAP) and governmental accounting standards as promulgated by the Governmental Accounting Standards Board (GASB).
- Develops, implements, monitors and continually evaluates departmental fiscal systems, financial controls and accounting operations including accounts payable, accounts receivable, utility billings, budgeting, financial reporting and internal auditing to insure proper controls, compliance with generally accepted accounting principles, and local, state, and federal policies, guidelines, and requirements.
- Participates in establishing appropriate service and staffing levels; assesses and monitors work load, administrative support systems, and internal reporting relationships.
- Manages and participates in the preparation of the City's annual and mid-year budget.
- Assists the Director in the review of department budget requests during the annual budget preparation process.
- Coordinates the preparation of the Finance Department Budget with department management staff.
- Schedules and oversees annual audit processes.
- Prepares the Comprehensive Annual Financial Report and annual budget in conformance with CSMFO and GFOA established guidelines.
- Assists in administering and coordinating the investment of idle funds for the City.
- Conducts a variety of organizational studies, investigations and operation studies.
- Communicates clearly and concisely both orally and in writing; provides courteous customer service.

*Continues on next page*

Qualifications: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

- Bachelor's degree in public or business administration, accounting or a closely related field.
- Five years of progressively responsible experience in government accounting including at least three years in a high level municipal finance supervisory capacity or at least three years of auditing experience in a supervisory capacity.

Ideal Candidate: (The following are a representative sample of the KAS's necessary to perform essential duties of the position)

Knowledge of:

- Municipal accounting and municipal finance principles, systems, procedures, reports and practices, including Generally Accepted Accounting Principles (GAAP).
- Management and organization theories, principles, practices, and methods.
- Laws and regulations which govern municipal finance administration and investment of public funds.
- Computer based accounting systems, including electronic spreadsheets and word-processing programs.
- Accounting and utility billing operations, budget preparation, and management.
- Fiscal control auditing, cost accounting, financial reporting, forecasting, financial analysis, internal financial and operations auditing.
- Principles and methods of work planning, analysis, and organization.
- Methods and techniques of project management.
- Principles of selection, supervision, training, and evaluation of staff.

Ability to:

- Supervise, train, motivate, lead, and evaluate Financial Services Division personnel.
- Prepare, review, and interpret financial data and reports.
- Interpret and apply financial and departmental policies laws and rules.
- Analyze situations accurately and develop effective courses of action.
- Work cooperatively with all departments and outside agencies.
- Work with other employees, supervisors and managers to move concepts, projects and work assignments toward completion in a timely manner.
- Establish and maintain effective working relationships and provide courteous customer service.

Skills to:

- Develop and track budgets, prepare complex reports, evaluate and develop procedures and policies.
- Use computers and associated databases and programs.
- Communicate effectively both verbally and in writing.

Application and Selection Process:

Applicants must submit a City of Burlingame application along with the completed supplemental questionnaire and resume.

Applicants are encouraged to apply on-line at [www.calopps.org](http://www.calopps.org). Applications are also available at City of Burlingame

Human Resources Department  
501 Primrose Road  
Burlingame, CA 94010  
Or by calling (650) 558-7297

The deadline to apply for this position is September 09, 2011 at 5:00 PM.

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most appropriately qualified applicants will be invited to participate in the testing process, which will consist of an oral board interview and a written or practical exercise. Meeting the minimum qualifications does not guarantee an invitation to participate in the interview process.

The results of the oral board interview and exercise will determine the applicant's standing on the eligibility list. The Finance Director will make the final appointment.

Note: The City of Burlingame reserves the right, at its discretion, to limit the number of qualified candidates invited to participate in the recruitment process.

Tentative Timeline:

Oral Panel Interview: week of September 26, 2011  
Department Interviews: week of October 11, 2011  
Contingent Job Offer: week of October 19, 2011

**APPLICATION DEADLINE: September 9, 2011**

### **Controller, Modesto Irrigation District**

**Salary Range: \$102,003 - \$132,600 DOQ**

The Modesto Irrigation District, located in California's agriculturally-rich Central Valley, provides clean, affordable irrigation water for 3,100 area growers, while supplying electric service to 113,000 residential, business and agricultural customers. The District also treats surface water and wholesales the drinking water to one customer – the City of Modesto.

The Modesto Irrigation District is seeking an experienced finance professional to serve as Controller. Reporting to the Assistant General Manager for Finance/Treasurer, the Controller is responsible for planning, organizing, directing and coordinating the activities of the Accounting Department while also serving as Controller for the Modesto-Santa Clara-Redding (MSR) generation and transmission joint powers agency. The Controller manages a staff of 8 with a department budget of \$1.4 million. The District budget is approximately \$385 million.

A Bachelor's degree in a relevant field from an accredited institution and at least five years of experience in accounting/fiscal management required, including two years of supervisory

*Continues on next page*



responsibility; Master's degree/CPA certification desirable; public sector experience preferred. To apply, send cover letter, indication of current salary, four work-related references and resume that reflects months and years of beginning/ending dates of positions held and size of budget/staff you manage. Forward your materials to:

Stuart Satow  
CPS HR Consulting  
241 Lathrop Way  
Sacramento, CA 95815

Ph: 916.263.1401  
Fx: 916.561.7205  
Email: resumes@cps.ca.gov

To view an online brochure for this position visit: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)  
Modesto Irrigation District website: [www.mid.org](http://www.mid.org)

**APPLICATION DEADLINE: 5 p.m., September 19, 2011**

**Finance/Administrative Services Director, City of Maricopa, AZ**

**Salary Range: \$82,151 - \$123,227 DOQ**

The City of Maricopa, Arizona (pop. 45,000), a diverse and growing community in the Phoenix metropolitan area, is seeking a new Finance/Administrative Services Director. The Finance/Administrative Services Department is comprised of several divisions that provide support services for the entire organization including: Budget, Purchasing, Grants, Accounting, Payroll, and Information Technology. The Director reports to the Assistant City Manager and is supported by a staff of 14 full-time employees with a Department budget of \$1.8 million. The total city budget for the current fiscal year is \$92.7 million including a general fund budget of \$41.2 million.

Ideal candidates include well rounded public finance professionals with in-depth knowledge and experience in local government finance and budgeting. Exceptional verbal and written communication skills are essential. The successful candidate will be a team-oriented manager who seeks ways to mentor and grow his/her professional staff. The new Director will possess exceptional interpersonal skills with the proven ability to effectively engage the City's numerous internal customers. A Bachelor's degree in accounting, finance or closely related field is required; Master's degree, CPA designation/GFOA certification preferred.

To be considered for this exceptional career opportunity, submit resume, cover letter with current salary, and four work-related references to:

Stuart Satow  
CPS HR Consulting  
241 Lathrop Way  
Sacramento, CA 95815

Ph: 916.263.1401

Fx: 916.561.7205  
Email: resumes@cps.ca.gov

To view an online brochure for this position visit: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)  
City of Maricopa website: [www.maricopa-az.gov](http://www.maricopa-az.gov)

**APPLICATION DEADLINE: 5 p.m., September 26, 2011**

**Budget and Finance Analyst, Burlingame**  
**Salary Range: \$6,377 - \$7722 / monthly**

The City of Burlingame is currently seeking a BUDGET AND FINANCE ANALYST.

This position is responsible for performing professional, administrative and technical work involving the planning, development, implementation and administration of finance-related services and programs including fiscal planning; budget preparation and administration; financial research and analyses.

In addition, the Budget and Finance Analyst will:

- Assist in the development of financial forecasts, fiscal plans and city budgets.
- Serve as consultant to city departments and city management in the development and administration of budget and financial management policies and practices.
- Perform independent financial reviews and analyses of city programs and services.
- Help prepare and monitor city revenue estimates and expenditures.
- Assist in the development of financial studies and reports as needed.
- Support the work of city departments by providing guidance on the various elements of the city's budget as well as financial policies and procedures.
- Assist in special projects as needed to protect and promote the financial stability and viability of the city.
- Provide financial analytical support to city management in collective bargaining.
- Perform reviews of city operations including fiscal/budgetary issues, organizational structures, departmental functions, service delivery improvements and efficiencies.
- Establish and maintain effective working relationships with city management, department directors, managers and peers.
- Administer city IT and telephone contracts and work agreements as needed.
- Performs other related duties as assigned or as the situation requires.

A Bachelors degree in Public or Business Administration, Finance or Economics or a related field is strongly preferred plus three years of increasingly responsible professional budget, finance or related administrative experience.

The FY 2011-2012 Adopted Budget totals \$87 million. The general fund budget is \$38 million.

The City of Burlingame is located in San Mateo County, on

*Continues on next page*

the western shore of the San Francisco Bay approximately 10 miles south of the City of San Francisco.

The City of Burlingame is a general law city incorporated in 1908 that operates under the council-manager form of government. Municipal services include: police and fire protection; public works; community development; parks and recreation; library services; water, sewer, parking, solid waste and storm drainage.

Please apply on-line by visiting [www.calopps.org](http://www.calopps.org)

**APPLICATION DEADLINE: September 9, 2011**

**Accountant, Marina Coast Water District**  
**Salary Range: \$4,432-\$5,657/Mo.**

The Marina Coast Water District is accepting applications for an experienced Accountant to join our Finance team. This newly created position will assist in the administration of the financial and accounting operations. Specific qualifications we are seeking:

- Equivalent to a Bachelor's degree w/major coursework in accounting, business administration, finance or related field and a minimum of 5 yrs. of increasingly responsible professional accounting experience;
- Previous public sector experience highly desirable;

Examples of duties include, but not limited to:

- Preparation of District's budget, financial statements, audit and the Comprehensive Annual Financial Report (CAFR);
- Performs complex duties such as policy interpretation, administers contracts, oversees grant funding, and issues affecting the District's financial operations;
- Monitors cash flow, purchase agreements, and conducts cost analyses;

District application and supplemental questionnaire are required. Apply online at [www.mcwd.org](http://www.mcwd.org) or email [jpremutati@mcwd.org](mailto:jpremutati@mcwd.org). Completed applications and questionnaires will be accepted by email or in person at our Administrative Office, 11 Reservation Road, Marina 93933. Resumes will not be accepted in lieu of application.

**APPLICATION DEADLINE: September 12, 2011**

**Accounting Technician, Irvine**  
**Salary Range: \$38,875.20 - \$58,302.40 Annually**

The City of Irvine seeks an ambitious and hard working individual to serve as an Accounting Technician. The Technician will have primary responsibility over processing approximately 20,000 invoices per year for assigned City departments. The ideal candidate for this position will take pride in providing excellent customer service, working with accuracy and being a team player. He/She should be able to work with technology and various software systems, analyze data and conduct research.

This person should also have excellent communication, follow through and organizational skills. Requires Associates degree in accounting and two years' experience in accounting or bookkeeping, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Basic knowledge of computerized spreadsheet applications required.

Please visit [www.cityofirvine.org/jobs](http://www.cityofirvine.org/jobs) to apply by August 26, 2011. EEO/ADA

**APPLICATION DEADLINE: Open until filled**

**Principal Accountant, City of Lincoln**  
**Salary Range: \$78,000 - \$104,527 (DOQ and growth potential)**

**THE POSITION**

Under general direction, performs complex work of considerable difficulty in governmental accounting and financial analysis. Plans, organizes, supervises and directs the activities of the Accountants within the Finance and Administrative Services Department, provides highly complex staff assistance to an executive manager within the Finance and Administrative Services Department; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Principal Accountant is the highest level in the Accounting series. This classification is distinguished from that in the lower classification of Senior Accountant by their performance of more difficult and complex work requiring independent judgment and decision-making for more complex departmental issues.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Director of Administrative Services or his/her designee. Exercises direct supervision over professional, technical, and clerical accounting staff.

**ESSENTIAL FUNCTIONS:** (include but are not limited to the following)

- Plan, organize and supervise the activities of professional, technical and clerical staff in accounting, responsible for accounting, financial reporting and analysis for the City using generally accepted processes and procedures including the Generally Accepted Accounting Principles (GAAP).
- Participate in the development and administration of the department budget.
- Participate in the development and coordination of the City-wide annual budget; provide technical advice relative to budget issues.
- Guide the preparation of the City's annual audit report; coordinate audit and audit activities.
- Participate in the development of official policies, procedures and practices, to ensure compliance with applicable laws and regulations.
- Participate in the review, development and modification of internal control methods.
- Interpret and apply provisions of laws, rules and regulations

*Continues on next page*

related to fiscal matters.

- Review and approve accounting transactions for input to the various financial systems of the City and its related entities and departments.
- Coordinates the work of assigned staff, their tasks, and the interfacing with other organizations.
- Directs and participates in complex fiscal, financial, and accounting problems which have significant impact on the City's financial condition and/or operations, as assigned.
- Assist the executive management in cash management and investment functions.
- Oversee and is responsible for the day-to-day operations of the Accounting Division.
- Provide professional and technical advice and recommendations on accounting pronouncements, standards, policies and procedures.
- Provide assistance to City departments regarding City accounting policies and procedures in resolving accounting and financial problems.
- Prepare and maintain a variety of records, reports and correspondence related to division activities.
- Develop, implement and evaluate fiscal policies, procedures and practices and initiate action for improvement.
- Direct and participate in complex, fiscal, financial and accounting problems which have significant impact on the City's financial condition and/or operation, as assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management, staff and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. The position also requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**QUALIFICATIONS:**(The following are minimal qualifications necessary for entry into the classification.)

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Principal Accountant. A typical way of obtaining the required qualifications is to possess the equivalent of eight (8) years of increasingly responsible experience in public sector finance, including four (4) years in a supervisory or management capacity, and a bachelor's degree in accounting, finance or a related field. A master's degree in a financial field may be substituted for two years experience.

License/Certificate: Possession of, or ability to obtain, a valid

class C California driver's license. A CPA certification is highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

**KNOWLEDGE OF:**

Principles and practices of municipal fiscal management, including fund accounting and budgeting; theories, principles, and practices of governmental budgeting and finance; Generally Accepted Accounting Principles and Procedures (GAAP), Generally Accepted Auditing Standards (GAAS) and Government Accounting Standards (GASB); techniques of financial and management analysis; principles and practices of government finance and administration; principles and practices of program and budget development, administration and evaluation; principles and practices of supervision and personnel management using methods and techniques for supervision, training and motivation; basic principles of mathematics; methods of evaluation that include checks-and balances; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; current data processing principles and applications for fiscal and financial systems using standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; principles of fiscal, financial, and accounting analyses; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**ABILITY TO:**

Plan, organize, assign, supervise, review and evaluate the activities of program areas within the Finance division; provide effective leadership and coordinate the activities of professional, technical and clerical staff, assist in the implementation of a comprehensive financial program; prepare and administer municipal budgets; prepare administrative and financial reports with accuracy and in a timely manner; understand and perform complex accounting and financial work; analyze, interpret, summarize, and present clear, concise and logical written and oral reports; develop, implement and interpret goals, objectives, policies, procedures, and work standards, gain cooperation through discussion and persuasion; coordinate division activities with other City departments and divisions as required; represent the division in the community and at professional meetings as required; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; prepare clear and comprehensive fiscal analyses and reports; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

*Continues on next page*

**SKILL TO:**

Operate office computer and variety of word processing and software applications.

**APPLICATION DEADLINE: Open until filled**

**Accountant / Finance Analyst, Town of Los Gatos**  
**Salary Range: \$5,808 - \$7,519 / Monthly**

The Town of Los Gatos is currently seeking an experienced, progressive, approachable professional to join the Finance team as an Accountant / Finance Analyst to fill an immediate vacancy. The Town of Los Gatos is highly regarded for practicing sound fiscal planning and budget management and has a long history as a recipient of Certificates of Achievement for Excellence in Financial Reporting and Excellence in Budgeting.

In addition to solid technical skills in accounting, budgeting, cash management, investment reporting and treasury/debt management, the Accountant / Finance Analyst must be detail-oriented, thorough, accurate and will be approachable in his/her leadership style to collaborate with multiple departments. This position requires two years of increasingly responsible financial work and a Bachelor's degree in Accounting, Business Administration, or a related field is required. A state CPA license and experience in government is desirable.

If you are the accounting professional that can continue our commitment of excellence in financial reporting and budgeting, please apply online by visiting the Town of Los Gatos Employment Opportunities at [www.losgatosca.gov](http://www.losgatosca.gov)

**APPLICATION DEADLINE: Open until filled**

**Budget & Performance Management Manager,**  
**City of Long Beach**  
**Salary Range: Monthly - \$9,003.00 - 10,265.00**

**THE CITY OF LONG BEACH DEPARTMENT OF FINANCIAL MANAGEMENT AND THE POSITION:**

The Budget and Performance Management Manager (Budget Manager) is a key financial position for the City of Long Beach. This position is a key to developing, implementing, and managing solutions to the budget and the city's short and long-term financial plans. The City's annual budget exceeds \$2.5 billion with over 5,500 employees. The City's General Fund budget is approximately \$380 million.

Long Beach is an exciting and vibrant city with diverse neighborhoods. It is the 35th largest in the country and the 7th largest city in California. As with most governments, Long Beach faces a number of serious financial challenges. Long Beach has been very proactive in addressing those challenges and is looking for a budget officer who will be instrumental in helping the city continue to progress in addressing those challenges. The Budget Manager will be a key participant in addressing the financial challenges the city faces, improving the budget and budget development process, and providing decision-making information to allow Long Beach to continue to progress towards long-term financial sustainability.

The Manager must have outstanding verbal and written communication skills, a high level of political insight and sensitivity. He or she will often work closely with the City's elected officials including the Mayor and members of the City Council.

The Budget Manager reports to the Director of Financial Management, but is expected to have substantial independent authority to accomplish his or her responsibilities. The Budget Manager will assist and support the Director of Financial Management in a variety of other executive functions.

**QUALIFICATIONS:**

Candidates should have at least a Bachelors Degree, preferably in Finance, Business, Public Administration or Business Administration. An MBA or MPA is highly desirable. Candidates should also have at least five years of progressively responsible experience, at least three of which have been at a substantive supervisory or management level position that closely relates to duties of this position. Relevant government budget experience is essential. The successful candidate should have proven ability to lead, solve problems and to deal tactfully and effectively with employees, public officials, and the public.

**SALARY:**

There is a wide salary range for this position, but the expected starting salary seems likely to be about \$110,000 to \$135,000. A \$225 per month automobile allowance is also provided.

**SELECTION PROCEDURES:**

Candidates are requested to send (faxes or e-mails will not be accepted) a resume, a letter of application and interest, and, if not included in the resume, a listing of all employment and time periods in the last ten years. The letter of interest should include a description of how you might design and manage the budget process and the characteristics of the staff you feel would be most appropriate to work for you. Applications for the first round are due by the close of business, September 7, 2011. If sufficient qualified applicants are not obtained, the application deadline may be extended. Apply to:

John Gross  
 Director of Financial Management  
 333 West Ocean Boulevard, 6th Floor  
 Long Beach, CA 90802

The most qualified candidates will be invited to participate in further selection procedures. If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, please advise us when submitting your letter of interest. This information is available in an alternative format by request to Georgette Wittman at 562-570-5684.

(The provisions of this bulletin do not constitute an express or implied contract and any announcements contained in this bulletin may be modified or revoked without notice.)

**THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 REQUIRES ALL NEW EMPLOYEES TO SUBMIT VERIFICATION OF IDENTITY AND AUTHORIZATION TO WORK IN THE UNITED**

*Continues on next page*

STATES AT THE TIME OF HIRE.

AN EQUAL OPPORTUNITY EMPLOYER

**APPLICATION DEADLINE: September 7, 2011**

**Internal Auditor, City of Glendale**

**Salary Range: \$5,583 - \$8,121 per month**

**THE POSITION**

This mid-management classification performs difficult technical and complex internal auditing work and performs all phases involved in an audit, including planning, organizing, performing, and reporting. May lead a team of subordinate staff on specific projects. ESSENTIAL FUNCTIONS of the job include, but are not limited to, the following: Reviews, evaluates, and tests the efficiency, effectiveness, and compliance of a wide variety of City programs, functions and activities. Tests for control compliance and objective achievement. Ensures conformance with best practices and effective use of resources. Reviews and appraises the fiscal integrity of City operations by analyzing fiscal procedures, verifying accounts and expenditures, and providing other analyses of financial and operating data; provides follow-up information regarding effectiveness and the safeguarding of City assets and revenues. Examines records of the City and its officers, employees and agents whose activities are associated with the receipt, disbursement, use, custody, and/or obligations of financial assets or property. Identifies weaknesses in internal controls that may subject the City to a loss of control over its assets or to improperly account for its transactions. Recommends adjustments or changes to City accounting methods. Determines compliance with City financial policies for preparation of legally mandated financial statements. Develops benchmarks and recommends the development of policies and procedures based on audit findings. Makes oral presentations and prepares written reports outlining findings and recommendations. Keeps and maintains records of audit projects and activities. Participates in special investigations, projects and programs as requested. Assists in the development of the internal audit schedule. Assists the City Auditor in coordinating audit-related activities with other City departments and outside agencies. Acts as staff support to the City Auditor on matters dealing with the Audit Committee. Develops audit procedures and schedules audits. Acts as an advisor to the City Auditor and to City Management regarding audit and financial matters. Acts as an advisor, upon request, to City departments in their efforts to identify and improve controls, procedures, and systems efficiencies. Directs subordinate staff on specific team audit assignments. Drives on City business as necessary. Ensures Department services are provided with the highest customer service and ethical standards. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner. Performs other related duties as assigned or as the situation requires.

**MINIMUM REQUIREMENTS**

Knowledge, Skills, Abilities

Knowledge of: auditing and accounting principles, theories and procedures applicable to the control of various accounting systems; cost accounting procedures and systems; internal audit principles, procedures and reporting required for compliance with federal and state regulations; laws and regulations governing public agencies in fiscal and operational accounting operations; budget preparation, monitoring and analysis techniques; research and statistical methods; the principles of management, supervision, and employee training and development.

Knowledge of and skill in: good customer service practices.

Skill in: making independent judgments and decisions based on standard policies or procedures.

Ability to: read, write, and comprehend instructions in English; communicate effectively, both orally and in writing, on a professional level; establish and maintain effective working relationships with the public, coworkers, other departments, and supervisors; interpret and apply legal and administrative accounting/auditing rules to various accounting systems; prepare comprehensive, clear and concise financial, statistical, technical reports and correspondence; analyze data, operations, policies, procedures, audit findings, memos and legislation to adopt effective courses of action; recommend solutions and evaluate outcomes; exercise sound judgment and creativity in making decisions; effectively lead, coach, instruct, and motivate employees; provide clear work instruction; recommend personnel actions; exercise sound judgment in problem situations; foster a teamwork environment; model and practice the highest standards of ethical conduct.

**Other Characteristics**

Willingness to: carry out responsibilities independently; work overtime as requested; assume responsibility for maintaining a safe working environment; recommend personnel actions.

**Experience**

Four years of progressively responsible, professional experience conducting internal audits. This experience must include either one-year at a supervisory level or two years as an Internal Audit Associate with the City of Glendale, or equivalent. IT audit experience is highly desirable.

**Education/Training**

Bachelor's Degree in accounting, information systems, business or a related field.

**License(s)/Certification(s)**

Valid California Class C Driver's License is required.

**Note**

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SUPPLEMENTAL APPLICATION IS REQUIRED.

**APPLICATION DEADLINE: Open/Continuous Exam. Recruitment may close at any time.**

*Continues on next page*

**Senior Financial Analyst, City of Palo Alto****Salary Range: \$35.15 to \$46.86****DESCRIPTION:**

The City of Palo Alto Budget Division is currently recruiting for a professional to fill the Senior Financial Analyst position. If you are selected for this career opportunity, you will perform complex financial analysis requiring considerable technical skills; provide supervision over Finance Department operations, as needed; prepare key financial or technical reports for Administration, Budget, Real Estate, Treasury or related functions that require extensive knowledge of City's financial functions; and perform related duties as required.

Incumbents of this classification perform difficult and complex work involving City-wide financial and technical analysis and related aspects of financial management. This position requires extensive knowledge of the City's financial functions and the ability to exercise independent judgment.

**ESSENTIAL DUTIES:**

1. Analyze, monitor, and prepare department budgets for the Community Services Department, the Library Department, and the City's Capital Improvement Program. (Specific department assignments may change.)
2. Lead and manage projects related to financial analysis and other special projects, such as analyzing and preparing cost plan allocations, interdepartmental charges, and interfund transfers.
3. Play a major role in the in the annual, mid-year, and year-end budget process by gathering and preparing data and information for Executive Staff, Finance Committee, and City Council review.
4. Make presentations on the above to internal and external audiences.

**MINIMUM QUALIFICATIONS:**

The Minimum Qualifications required to be considered for this position are sufficient education, training and/or work experience to demonstrate possession of the following knowledge and skills, which would typically be acquired through:

Bachelor's Degree in Finance, Accounting, Public Administration, or a related field, and four years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements:**

Depending on area of assignment, some positions may require:

\* Valid California Driver's License

**IDEAL CANDIDATE:**

Knowledge of government finance and/or public administration  
Proficiency in advanced data compilation and analysis (pivots, long-range forecasting, budget uploads, etc.

Communication and interpersonal skills to interact with team members, supervisor, departments, and others

Strong analytical skills

An eagerness to learn, be included, or facilitate new projects in a high volume environment

Capable of leading and managing projects to completion

Strong team player

Self-starter

Excellent attention to detail, while being aware of and integrating the "Big Picture"

Able to make professional and sound decisions in manners consistent with City policy and procedures, and professional standards (technical and ethical)

This is a Management Classification.

Please review the job description for more details.

REQ#201100124

**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,

*Continues on next page*

gender, age, national origin or disability.

To Apply visit our website at [www.cityofpaloalto.org](http://www.cityofpaloalto.org)

**APPLICATION DEADLINE: Open Until Filled**

**Accounting Technician II, City of Hercules**

**Salary Range: \$8,452 - \$10, 274 Monthly**

**THE POSITION**

The City of Hercules is seeking an Accounting Technician II in our Finance Department to perform complex para-professional accounting work involving the creation and maintenance of financial, accounting, and/or statistical records in an on-line accounting system. Duties may include some of the following specific areas, and do include, but are not limited to, the following general areas: Accounts Payable, Payroll, Accounts Receivable, Business License, Utility Billing, and maintains various ledgers, registers and journals.

**MINIMUM QUALIFICATIONS**

Experience Preferred: Three years of increasingly responsible accounting or bookkeeping experience. A minimum of two years of processing payroll for a Public Agency, preferably a local government. Proficiency in Microsoft Word and Excel. Knowledge of CalPERS Automatic Communications Exchange (ACES) internet system. Knowledge of SunGard HTE or similar payroll processing software programs is highly desirable. Work history in a multi-tasking work environment with specific imposed deadlines and requests to provide information to various department managers and employees. Education Qualifications: Equivalent to the completion of the twelfth grade supplemented by two years college level course work in accounting, bookkeeping or a related field and three years of payroll and accounts payable public agency work experience. Special Requirements: Essential duties require the mental and/or physical ability to: read fine print and work with computer monitors; converse over the telephone and in person; operate a 10-key calculator by touch; and to bend, stoop, and/or stretch. It also requires the mental capacity to work with numerous interruptions when inquires from management and staff need answering within a timely fashion. Multi-tasking and patience are critical attributes for the success on the job.

**THE RECRUITMENT PROCESS**

The City of Hercules application must be fully completed and received in the Human Resources office. This recruitment deadline: Open until filled. Minimum Qualifications: To be accepted into the testing process, the information submitted on the City application must clearly demonstrate that the applicant meets the required minimum qualifications (MQ's). Applicants meeting the MQ's by the final filing date will advance to the next phase of the recruitment.

How to Submit an Application: Applications are only accepted for current recruitments. You must specify on your application the position for which you are applying. Please keep in mind that full consideration will be based only on those skills that

specifically qualify you for the position being recruited. A resume is optional and will not be accepted as a substitute for a completed City of Hercules employment application. It is very important that you do not indicate "See Resume" or "See Attached" in lieu of providing the information requested on the application. Incomplete applications, applications without an original signature, or late applications will not be accepted.

POSTMARKS NOT ACCEPTED. The City's employment application is available on the city's website at [www.ci.hercules.ca.us](http://www.ci.hercules.ca.us). You may call and request an application packet to be mailed to you at (510) 799-8214. All City of Hercules employment applications must be submitted to: City of Hercules, Attention: Human Resources Department, 111 Civic Drive, Hercules, CA 94547. Faxed and/or emailed applications/resumes are not accepted.

Equal Opportunity Employer: The City of Hercules complies with the letter and spirit of the Equal Employment Opportunity and Americans with Disabilities laws in its employment process. Please advise the Personnel Department of any reasonable accommodation you need in order to participate in the City's application process.

(Due to budget restrictions, effective July 1, 2011 the City's standard workweek for full-time Teamsters employees shall be 36 hours per week, worked in 9 hour units in 4 consecutive days in a 7 day workweek. The above annual salary is based on the City's new standard workweek schedule.)

**APPLICATION DEADLINE: Open Until Filled**

**Assistant Finance Director, City of El Monte**

**Salary Range: \$8,452 - \$10, 274 Monthly**

We are seeking a highly motivated and entrepreneurial individual that can manage a number of complex tasks and assignments simultaneously. This individual will be able to serve as a key member of the Executive Management Team and to effectively motivate and coach supervised staff. An ideal candidate will have a diverse background in Finance and Public Administration: he/she must be a problem-solver by nature that is equally comfortable addressing high-level conceptual issues, as well as performing detailed analyses.

The Assistant Finance Director, under the oversight of the Finance Director, directs and coordinates administration of the Finance Department in accordance with Policies determined by the City of El Monte.

Develops, monitors, supervises and participates in the central accounting activity, including the preparation of varied financial reports and monitoring of annual audit;

Initiates and participates extensively in the development and implementation of municipal financial policies. May prepare alternative models for planned changes and expenses; example: business license and utility tax; Participates in the development and administration of the City budget by forecasting revenues, monitoring expenditures, and analyzing trends to insure compliance with budgetary expenditure programs and policies; Plans, organizes and supervises the work of professional and clerical subordinates in the maintenance and integration of the automated accounting system, including year-end closing; Reviews, analyzes and recommends improvements to accounting, reporting, and recording methods and procedures which must enable the City to meet State Controller's and GAAP guidelines; Assists in development, justification and administration of divisional and departmental budgets and accounts; Provides information regarding budgetary status of all City funds and accounts; Supervises external audit activities, analyzing audit steps and progress; Prepares financial statements for both the City and components units; met provisions of federal requirements, including the Single Audit Act, various grants, and other reports; Supervises, trains, and evaluates subordinate professional, technical and clerical staff; Provides management with timely reviews of the organization's financial status and progress in its various programs and activities.

Assists with the supervision of five divisions performing functions such as: Administration/Accounting, Treasury, Business Licensing, Purchasing, and Information Technology.

**APPLICATION DEADLINE: Open until filled**

**Internal Audit, Principal/Senior-Section Manager, Orange County Transportation Authority**

**Salary Range: Hiring Range: \$87,568.00 per year - \$116,844.00 per year**

**Responsibilities:**

Completes a variety of special and/or complex projects; such as, implementation and maintenance of department policies and procedures and internal quality control system. Develops scopes of work and manages performance of outsourced audit activities: including the agency and related entities' financial statement audits, agreed upon procedure reviews, required compliance audits, Measure M reviews, internal audits, etc. Partners with the Executive Director on development of the annual risk-based audit plan and the design and implementation of specific audit programs through the agency. Provides the Board of Directors, agency executives, and committees with reports on the results of activities.

Salary is dependent upon qualifications:

Min: \$87,568.00 per year, Mid: \$111,280.00 per year, Max: \$134,971.20

Hiring Range: \$87,568.00 per year - \$116,844.00 per year

**Critical Success Factors:**

Knowledge of government auditing and accounting standards, excellent oral and written communication skills, the ability to handle multiple assignments concurrently, strong analytical and technical auditing skills. CPA or CIA preferred. Government accounting and/or auditing experience preferred.

**Education and Experience:**

Any combination of education and experience equivalent to a bachelor's degree in business, accounting, or similar field, with approximately 7 to 10 years of progressively responsible auditing experience, four years of which are in management. A Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is required. Government accounting and/or auditing experience is preferred. Certification in an applicable field (i.e. Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), etc.) is desirable.

To find out more information about this exciting opportunity, and to apply, please visit <http://www.octa.net/jobs3.aspx>. Please note, resumes will not be accepted in lieu of a complete job application filled out on our website.

ORANGE COUNTY TRANSPORTATION AUTHORITY  
An Equal Opportunity/Affirmative Action Employer

**APPLICATION DEADLINE: Open Until Filled**

