

**TRINITY COUNTY
BOARD OF SUPERVISORS**
Trinity County Library
Conference Room
351 Main Street
Weaverville, CA

MEETING AGENDA
March 12, 2024

Chairman
Supervisor Ric Leutwyler - District 1

Vice-Chairman
Supervisor Liam Gogan - District 3

Supervisor Jill Cox - District 2
Supervisor Heidi Carpenter-Harris - District 4
Supervisor Dan Frasier - District 5

Trent Tuthill - County Administrative Officer

Margaret E. Long - County Counsel
Ashley Piker - Deputy Clerk of the Board

The Trinity County Board of Supervisors welcomes you to its meetings which are regularly scheduled for the first and third Tuesday of each month, unless altered to accommodate a holiday, starting at 9:00 a.m. at 351 Main Street, Weaverville, California.

This Board Agenda contains a brief, general description of each item to be considered. Supporting documentation is available online at www.trinitycounty.org, at the County Administrative Office located at 11 Court Street, Room 230, Weaverville, CA, during normal business hours, and in the Public Packet at the rear of the Board Chambers during the meeting.

If you would like to receive notification via email that the agenda has been posted, please send your request to clerkoftheboard@trinitycounty.org.

Members of the public wishing to present documents to the Board of Supervisors during the meeting must submit ten (10) copies to the Deputy Clerk of the Board.

During the meeting the Trinity County Board of Supervisors may take action sitting as the Board of Supervisors and as the governing body of: The Trinity County Transportation Commission, the In-Home Supportive Services Authority, the Consolidated Transit Services Agency, the Trinity County Board of Equalization, the Trinity County Housing Authority and the Solid Waste Local Task Force.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the Deputy Board Clerk at the County Administrative Office three (3) full business days prior to the meeting at (530) 623-1382 or clerkoftheboard@trinitycounty.org.

ZOOM INFORMATION

Join Zoom Meeting

<https://zoom.us/j/5950072851?pwd=RHp6TDhNajNJMVJHZFJIRmhacmJjUT09>

Meeting ID: 595 007 2851

Passcode: 267684

Dial In:

1 (669) 900-6833

Phone Commands: *6 Mute/Unmute; *9 Raise Hand

If you need assistance with Zoom please go to this website:

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

Just a reminder that the chat feature is not the appropriate forum to ask questions or provide comments. This chat should only be used to notify us of technical issues. No response will be given in acknowledgement or otherwise via the Zoom chat.

Public Comment given via Zoom can only be done audibly (not via chat), and you must either "Raise Your Hand" or use the chat to request your turn.

9:00 AM

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

COUNTY MATTERS

These items include non-routine, or controversial matters and are listed alphabetically by department. A member of the Board or Staff may request that an item be heard out of order.

Human Resources

- 1.1 Conduct oral interviews of two (2) candidates to fill the Auditor/Controller position for the unexpired term ending December 31, 2026.

No fiscal impact.

ADJOURN

TRINITY COUNTY

Item Report

Meeting Date: 3/12/2024

Department:
Clerk of the Board

Contact:

Phone:

Zoom Information

Requested Action:

Join Zoom Meeting

<https://zoom.us/j/5950072851?pwd=RHp6TDhNajNJMVJHZFJIRmhacmJjUT09>

Meeting ID: 595 007 2851

Passcode: 267684

Dial In:

1 (669) 900-6833

Phone Commands: *6 Mute/Unmute; *9 Raise Hand

If you need assistance with Zoom please go to this website:

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

Just a reminder that the chat feature is not the appropriate forum to ask questions or provide comments. This chat should only be used to notify us of technical issues. No response will be given in acknowledgement or otherwise via the Zoom chat.

Public Comment given via Zoom can only be done audibly (not via chat), and you must either "Raise Your Hand" or use the chat to request your turn.

TRINITY COUNTY
Item Report 1.1

Meeting Date: 3/12/2024

Department:
Human Resources

Contact:
Laila Cassis

Phone:
530.623.1325

Interviews Auditor/Controller

Requested Action:

Conduct oral interviews of two (2) candidates to fill the Auditor/Controller position for the unexpired term ending December 31, 2026.

Fiscal Impact:

No fiscal impact.

Summary:

Trinity County Auditor/Controller Angela Bickle is retiring effective March 31, 2024. Per Government Code Section 25304 the Board of Supervisors shall fill by appointment all vacancies that occur for any elective county officers.

The Board will interview two (2) applicants, and will deliberate in closed session following the interviews.

There will be one session of interviews starting at 9:00 am. Public comment will be available after the completion of the session.

The Board will interview the following candidates:

Christine Gaffney
Mark DeMay

Discussion:

Minimum Qualifications for the position of Auditor Controller are as follows:

A person shall not be elected or appointed to the office of county auditor of any county unless the person meets at least one of the following criteria:

(a) The person possesses a valid and active certificate issued by the California Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant.

(b) The person possesses a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, as that section read on December 31, 2009, or a business-

related degree that includes at least 24 semester units, or equivalent quarter units, in accounting-related subjects, including, but not limited to, accounting, financial reporting, auditing, and taxation, and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, or a nonprofit organization, dealing with similar fiscal responsibilities, including, but not limited to, public accounting or auditing responsibilities, for a continuous period of not less than three years.

(c) The person has served as county auditor, chief deputy county auditor, or assistant county auditor, or an equivalent position for a continuous period of not less than three years.

(Amended by Stats. 2023, Ch. 669, Sec. 3. (AB 910) Effective January 1, 2024.)

Departmental Recommendation:

Interview applicants

ATTACHMENTS:

Description

Redacted Application 56728652

Redacted Application 19405778

202400067 - Auditor Controller

Contact Information -- Person ID: 56728652

Name: [REDACTED] Address: [REDACTED]
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]
 Text Messaging Mobile No: [REDACTED] Email: [REDACTED]
 Former Last Name: [REDACTED]

Personal Information

Driver's License: Yes, [REDACTED]
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Some College

Preferences

Are you willing to relocate? No
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time

Objective

Becoming the Auditor-Controller/department head for the Auditor-Controller's office will allow me to collaborate with other department heads and elected officials to improve processes and increase efficiencies within the county. I have 14 years experience in financial processing and reporting, and will use this experience to provide the citizens of Trinity County, county departments, and agencies with accurate financial reports and services.

Education

College/University Pasadena Junior College https://pasadena.edu [REDACTED] Pasadena, California	Did you graduate: No Major/Minor: General Units Completed: 20 Semester Degree Received: No Degree
---	--

College/University American River College https://arc.losrios.edu [REDACTED] Sacramento, California	Did you graduate: No Major/Minor: General Units Completed: 24 Semester Degree Received: No Degree
--	--

College/University Shasta College https://www.shastacollege.edu/ [REDACTED] Redding, California	Did you graduate: No Major/Minor: General Units Completed: 43 Semester Degree Received: No Degree
---	--

Work Experience

Assistant Auditor-Controller 8/2019 - Present Trinity County Auditor-Controller's Office www.trinitycounty.org 11 Court St/PO Box 1230 Weaverville, California 96093 530-623-1317	Hours worked per week: 50 # of Employees Supervised: 4 Name of Supervisor: Angela Bickle - Auditor-Controller May we contact this employer? Yes
---	--

Duties

- *Managing and training staff
- *Assisting customers
- *Property Taxes
- *Backup to processing payroll & PERS reporting
- *Reconciling funds
- *Monthly Cash Balancing
- *Debt Service-Payments/Statement tracking
- *Processing full and modified accruals
- *Budget Development
- *Budget Book Compilation
- *Reviewing and processing budget adjustments
- *Processing and reporting the SEFA
- *Processing and reporting the Cost Plan to the SCO
- *Calculating the GANN.
- *Gathering information and statistics for the ACFR
- *Fiscal Analysis
- *Fiscal end of year tasks
- *Quarterly Interest apportionment
- *EMS processing and reporting.
- *Contracts - working with vendors, writing contracts and amendments.
- *Sales & Use tax reporting
- *California withholding report
- *Working with Special Districts and Schools
- *Invoicing Special Districts for LAFCO services
- *SB90 Reporting
- *Various other duties when needed, processing and posting the following; Accounts Payable, Accounts Receivable, & Journal Entries
- *ONESolution upgrade
- *Finance Enterprise upgrade (in process of currently)

Reason for Leaving

The current Auditor-Controller for Trinity County will be retiring at the end of March. This is a great opportunity to grow in my career and continue to serve the County.

Accountant I

7/2015 - 7/2019

Trinity County Auditor-Controller's Office
www.trinitycounty.org
 11 Court St/PO Box 1230
 Weaverville, California 96093
 530-623-1317

Hours worked per week: 40
 # of Employees Supervised: 0
 Name of Supervisor: Angela Bickle -
 Auditor-Controller
 May we contact this employer? Yes

Duties

- *Assisting customers
- *Fiscal Analysis
- *Backup for Payroll
- *Property Taxes
- *Calculating the GANN
- *Court Distribution
- *EMS Reporting
- *CAL-Card Processing
- *Realignment Reporting
- *Quarterly Interest Apportionment
- *Contracts
- *Monthly Cash Balancing
- *Fund reconciliation
- *Accounts Receivable
- *EMS processing and reporting
- *Internal control audits
- *Processing and reporting SEFA
- *Subsidized Payroll

- *Fiscal end of year tasks
- *Gathering data and statistics for the ACFR
- *Assisting in budget development
- *Compile budget book
- *Processing AP whenever needed

Reason for Leaving

Promoted to Assistant Auditor-Controller

Senior Accounting Technician

5/2013 - 6/2015

Trinity County Auditor-Controller's Office
www.trinitycounty.org
11 Court St/PO Box 1230
Weaverville, California 96093
530-623-1317

Hours worked per week: 40

of Employees Supervised: 0

Name of Supervisor: Angela Bickle -
Auditor-Controller

May we contact this employer? Yes

Duties

- *Assisting customers
- *Reconciliation of Funds
- *CAL-Card Processing
- *Authorizing Journal Entries & Posting
- *Authorizing Deposits & Posting
- *Preparing the Daily Deposit
- *EMS processing and reporting
- *Court Distribution
- *Various end of fiscal year tasks
- *Collecting information and statistics for the ACFR
- *Processing AP when needed

Reason for Leaving

Promoted to Accountant I

Accounting Technician II

12/2011 - 4/2013

Trinity County Auditor-Controller's Office
www.trinitycounty.org
11 Court St./PO Box 1230
Weaverville, California 96093
530-623-1317

Hours worked per week: 40

of Employees Supervised: 0

Name of Supervisor: Angela Bickle -
Auditor-Controller

May we contact this employer? Yes

Duties

- *Assisting customers
- *Accounts Payable
- *Accounts Receivable
- *Fund Reconciliation
- *Budget book compilation
- *CIV - In & Out
- *Claim preparation
- *Court Distribution
- *EMS processing and reporting
- *Special district and Schools reporting
- *Tracking Public Defender expenses
- *Safety Representative

Reason for Leaving

Promoted to Senior Accounting Technician

Accounting Technician I

5/2010 - 11/2011

Trinity County Auditor-Controller's Office
www.trinitycounty.org
11 Court St/PO Box 1230
Weaverville, California 96093
530-623-1317

Hours worked per week: 40

of Employees Supervised: 0

Name of Supervisor: Angela Bickle -
Auditor-Controller

May we contact this employer? Yes

Duties

- *Assisting customers
- *Accounts Payable
- *Accounts Receivable (Posting)
- *Billings
- *Ordering office supplies
- *Special District and Schools reporting, Audit Tracking, and Budget tracking

Reason for Leaving

Promoted to Accounting Technician II

Account Clerk I/Extra Help

3/2010 - 5/2010

Trinity County Auditor-Controller's Office
www.trinitycounty.org
11 Court St/PO Box 1230
Weaverville, California 96093
530-623-1317

Hours worked per week: 40

of Employees Supervised: 0

Name of Supervisor: Angela Bickle -
Assistant Auditor-Controller

May we contact this employer? Yes

Duties

- *Scanning
- *Filing
- *Sorting Mail
- *Data entry
- *Answering phones
- *Folding and mailing AP warrants
- *Helping customers at the counter

Reason for Leaving

Promoted to Accounting Technician I/Permanent employee

Certificates and Licenses**Skills****Office Skills**

Typing: 50
Data Entry: 12500

Other Skills

Analytical & Problem Solving Expert - 29 years and 0 months

Communication and Interpersonal Skills Expert - 29 years and 0 months

Accounting and Financial Processes Expert - 14 years and 0 months

Customer Service Expert - 29 years and 0 months

Managing Staff Expert - 4 years and 6 months
Excel Intermediate - 14 years and 0 months
Word Intermediate - 14 years and 0 months
ONESolution Accounting Data Base Intermediate - 4 years and 0 months
Megabyte Tax Data Base Intermediate - 5 years and 0 months

Additional Information**References****Professional**
[REDACTED]

Retired - HHS Director and Interim CAO
Weaverville, California 96093
[REDACTED]

Professional
[REDACTED]

Trinity County Treasurer Tax Collector
Weaverville, California 96093
[REDACTED]

Professional
[REDACTED]

Business Manager
Weaverville, California 96093
[REDACTED]

Professional
[REDACTED]

Director of HHS
Weaverville, California 96093
[REDACTED]

Personal
[REDACTED]

Friend
Weaverville, California 96093
[REDACTED]

Personal
[REDACTED]

Friend
Weaverville, California 96093
[REDACTED]

Personal
[REDACTED]

Friend
Elk Grove, California 96093
[REDACTED]

Personal
[REDACTED]

Assistant Principal at Ponderosa Middle School - Friend
Klamath Falls, Oregon 97603
[REDACTED]

Resume**Text Resume****Attachments****Agency-Wide Questions**

1. Q: Are you a current employee?

A: Yes

2. Q: Do you have any relatives working here?

A: Yes

3. Q: Where did you first hear about this opportunity?

A: Other

██████████
7902 E. Country Dr
██████████, ██████████

Dear citizens of Trinity County:

I am applying for the position of Auditor/Controller. I am enclosing my resume. Allow me to provide this brief overview of what I can offer.

Leadership: A genuine leader with high level financial management experience – includes all aspects of operations and personnel management. Over 20 years of varied experience as a director/analyst/accountant in the field. Experienced with capital projects/financing, investments, fund and non-profit accounting; accounting system integrations and upgrades; COA setup/maintenance and cross-validation security; creating complicated database mining queries with large volume data analysis macros and writing system FSG's; and much more. Among my areas of expertise are Strategic Planning, Govt Budgeting/Accounting/Auditing, Public Finance, Financial Management, and Design & Development of Information Systems.

Education: I am a Certified Government Finance Officer (CGFO) and Public Funds Investment Officer in the state of ██████████. I am a Certified Government Financial Manager (CGFM) nationally. I have a Masters of Accountancy - concentration Governmental Accounting. I hold a Bachelor's of Science in Business Administration - emphasis Accounting with a minor in Geological Sciences. I obtained Associate Degrees in both Arts (Liberal Arts) and Sciences (Business Administration); I have earned certificates from universities - Accounting Manager Professional, Business Administration, and Professional in the Business of Wine.

Skills: I have familiarity with almost all office software/programs and machines; advanced knowledge of governmental agencies and administration; expertise in GAAFR, GAAP, GASB, PERS, and various legislative agencies and requirements. I am experienced with regards to managerial, lead and supervisory experience roles. I have advanced expertise in areas of investments, internal controls, Annual Comprehensive Financial Reporting, Single Audit, policy and procedure administration, personnel and financial management, investments, debt covenants, IT proficiencies, and much more.

Interpersonal Strengths: I am pleased to report that my colleagues describe me as a go-getter who is collaborative, reliable, pleasant, encouraging, dedicated and loyal. I am a symbol of integrity and hard work. I am diverse and seasoned in a variety of aspects of the business world. As well I have volunteered on the board of directors for charitable organizations in the cities of San Diego and Los Angeles for several years.

Sincerely,

██████████ C. ██████████, CGFO, CGFM

202400067 - Auditor Controller

Contact Information -- Person ID: 19405778

Name:

Address:

Home Phone:

Alternate Phone:

Text Messaging Mobile No:

Email:

Former Last Name:

Personal Information

Driver's License:

Yes

Can you, after employment, submit proof of your legal right to work in the United States?

Yes

What is your highest level of education?

Master's Degree

Preferences

Are you willing to relocate?

Yes

willing to
relocate

Types of positions you will accept:

Regular

Types of work you will accept:

Full Time

Objective

To find a position with a thriving organization that benefits the community greatly.

Education**Graduate School**

Rutgers University

New Brunswick, New Jersey

Did you graduate: Yes

Major/Minor: Governmental
Accounting

Units Completed: 30 Semester

Degree Received: Master's

College/UniversitySan Diego State University
sdsu.edu

San Diego, California

Did you graduate: Yes

Major/Minor: Accounting/Geology

Units Completed: 83 Semester

Degree Received: Bachelor's

College/UniversityMesa College
www.sdcc.edu

San Diego, California

Did you graduate: Yes

Major/Minor: Sciences & Arts

Units Completed: 79 Semester

Degree Received: Associate's

High SchoolMira Mesa High School
www.mmhs.edu

San Diego, California

Did you graduate: Yes

Highest Level Completed: 12

Did you receive a GED? No

Degree Received: High School

Diploma

Work Experience**Director of Financial Services**

7/2023 - 1/2024

City of Laredo

1110 Houston St

Hours worked per week: 50

of Employees Supervised: 30

Name of Supervisor: Joseph Neeb -
City Manager

May we contact this employer? Yes

Laredo, Texas 78040
(956) 791-7300

Duties

- Plans, directs, coordinates, and monitors the functions of the Finance Department that includes planning, scheduling, and assigning work to subordinates; instructs employees in proper methods and procedures; checks and approves work in progress; makes recommendations regarding employee's job performance and conducts performance evaluations; ensures the smooth day-to-day operations of the department.
- Plans, develops, and monitors the Departmental budget, objectives, and goals; monitors expenditures to ensure compliance with budget limitations; monitors departments progress in achieving goals and objectives.
- Ensures compliance with City policies and procedures, and local, state, and federal laws governing financial administration. Prepares and presents the Quarterly Investment Reports; reviews arbitrage calculations.
- Supervises and directs the accounting of multiple City funds, general ledger, annual audit, state and federal audits, interim monthly and quarterly financial statements. Assists with preparation of the operating budget and capital improvement budget; Fulfills Public Records Request for financial or contractual information.
- Supervises the City's debt management, assists in preparing official statements, bond sales and related analysis. Supervises and directs the City's purchasing, payroll, accounting, accounts payable and investment functions/divisions. Conducts the depository negotiations and contract. Supervises the City's revenue collections and expenditure/expense distributions; directs payroll and other tax submissions/reporting.
- Is the City's Chief Financial Officer responsible for the City's Investment Portfolio and cash flow activities; grant, financial, compliance and other related reporting requirements; Conducts various special projects.
- Attends City Council meetings and other related committees and responds to issues, concerns, and needs.

Reason for Leaving

Not the right fit.

Assistant Director of Finance

1/2022 - 9/2022

City of Killeen
718 N. 2nd Street
Killeen, Texas 76541
2545017737

Hours worked per week: 45
of Employees Supervised: 7
Name of Supervisor: Jon Locke -
Executive Director of Finance
May we contact this employer? No

Duties

- Assists the Executive Director of Finance in planning and directing Finance Department operations including preparation of annual budget, annual financial report, cash management, investments, bond issuances, fiscal studies, City Council agenda items, and other financial reports. Prepares technical financial analyses, complex financial reports, budgets, and contracts for both internal and external purposes; manages compliance with City and department policies and procedures. Represents the City at various conferences and meetings.
- Directs Finance Department operations and staff; assures the quality of the financial activities, services, and work products; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops work plans and assures required deadlines are met; reviews work and verifies the accuracy of financial records.
- Assists with accounting operations, including the annual audit. Manages technical accounting functions; develops, implements, and maintains financial policies, procedures, and internal controls. Evaluates and analyzes financial issues and recommends solutions, coordinates work with other City departments and public agencies.
- Assists with budget operations; including the operating and capital improvement projects budgets, short and long-term financial forecasts, and provides execution support to departments. Reviews and processes technical documents, develops reports and forecasts, analyzes technical information, and develops recommendations and summary reports.
- Assists with contract management and technical reporting for a variety of grant-funded programs. Gathers, interprets, and prepares data for studies, reports, and recommendations. Prepares and updates a variety of studies, reports, and related information for decision making

purposes.

Reason for Leaving

Growth opportunity

Director of Finance/Treasurer-Board of Directors
1/2012 - 12/2019

Casa Italiana Opera Company
Los Angeles
Los Angeles, California 91344
818-554-1291

Hours worked per week: 10
of Employees Supervised: 4
Name of Supervisor: Janet Butler -
President/General Manager
May we contact this employer? Yes

Duties

- Reported to President and General Manager, this role was a senior supervisory level position with duties including senior financial management of cash and investment/portfolio management, direction of pertinent financial management programs such as accounts receivable, and bond issuance/structuring or securing other financing.
- Performed full-cycle AP/AR; includes journal entries, ME/YE close, review & analysis, bank account recons.
- Prepared quarterly/annual reporting and filings. Presented fiscal condition at board meetings.
- Assisted with other general duties (revenues, cash receipts/disbursements, etc.) staff oversight of approx. 4.
- Handled budgeting activities including preparation, research, analysis, monitoring, assisting all areas with operational and capital budgets throughout process. Annual budget approx. \$50K.
- Resolved budget variances with managers, presented recommendations and reports to executive management.
- Provided weekly cashflow and trend analysis along with other financial indicators such as ROI, ROA, etc.

Reason for Leaving

Moved, education (grad school)

Senior Finance Analyst
8/2017 - 11/2019

County of Ventura, Auditor & Controller's Office
800 South Victoria Ave
Ventura, California 93009
805-654-1268

Hours worked per week: 40
of Employees Supervised: 10
Name of Supervisor: Jeff Burgh -
Auditor/Controller
May we contact this employer? Yes

Duties

Plans, leads, schedules, assigns and monitors the work of assigned professional and technical staff. County-wide oversight/coordination of multi-agency fiscal programs/systems; directing the implementation of new accounting/financial systems or programs that cross over multiple agencies. Researches, collects and analyzes revenue expectations and expenditure plans, variances, and financial data affecting the County, including debt covenants and bond issuance materials. Prepares General Fund, SR Fund, Internal (Proprietary), Fiduciary & Government Wide financial statements using specialized software which includes accruals, adjusting journal entries, variances with narratives, trial balances, balance sheets, income statements and cash flows statements. Prepares note disclosures for the County Comprehensive Annual Financial Report (CAFR) sections MD&A, RSI and SSI, which included GASB pronouncements such as leases, long-term liabilities, AR aging, TRAN's, subsequent financial events and - statistical and demographic information including debt capacity with 10yr schedule. Researches & analyzes changes in legislation, GAAP, GASB, State Controller's Manual, Auditing & Financial Reporting, & Federal Office of Management & Budget (OMB) guidelines. Aggregation and compilation with review and analysis of federal grants programs (SEFA prep). Assisted with audits County-wide and for various Federal and State programs, which included gathering and organizing relevant financial data for external auditors/reviewers. Review/oversight of annual budgets around \$2 Billion for County, main funds - General Fund and several Special Revenue Funds. Trained all personnel (new and existing) on the accounting system, primary general ledger and subsidiary ledgers. Departmental

approver of payroll and other wire transfers within and externally to facilitate cash management control. Reviewed/approved board letters for oversight areas, included preparation and approval of budget/appropriation journal entries to transfer funds, Responsible for realignment revenues, trust fund and multi-agency joint powers commission oversight. (Included revenue forecasts and expense/expenditure trend analytics)

Reason for Leaving

Moved, education (grad school)

Accountant II

6/2008 - 3/2016

San Diego State University
5500 Campanile Dr
San Diego, California 92182
619-594-7985

Hours worked per week: 40

of Employees Supervised: 12

Name of Supervisor: Chris Bronsdon
- University Controller

May we contact this employer? Yes

Duties

Reported to University Controller and AVP Business and Financial Affairs. Performed ME/YE close, reviews and analysis for all GL accounts, recons for FIRMS, SCO, SAM99, Banking. Monitored and reviewed budgets which included many functions and administration for a few select dept areas. Provided corporate oversight of actuals, budgets and encumbrance balances resolving discrepancies with department heads and cost center managers, and assisting with necessary adjustments. Prepared and filed Sales & Use tax returns, set-up/modified GL security rules and values, produced journal entries, schedules, PBC's for GAAP & GASB and was external/internal audit liaison. Prepared reports/Stmts; SEFA, Auxiliary AR/AP Reconciliations, SNP, SRECNP and Cash Flow Statement. Created complicated database mining queries (Hyperion/Brio), MA's, FSG reports (Oracle), and macros (Excel). Minor programming, IT support. Interacted with the SCO, CSU CO and campus departments; campus wide accounting trainer, system admin., submitted/transmitted accounting files to state and other external parties. Conducted thorough financial analysis for all accounts, programs and activities requested by senior management, which included cost/profit, actual/budget/encumb variances, cash flows - solvency, liquidity, other ratios. Handled accounting services department budget aspects, audited cash management functions and controls for student and vendor cashing departments, grant and program administration accounting liaison for various departments and assisted SDSU Foundation, compiled intra and inter transaction eliminations between subsidiary entities and parent, reconciled payroll campus-wide, processed corporate AR billings/reconciliation/audits for external telecom and other important client/vendor relationships which included procurement contract review. Led several accounting teams for various organizational projects such as system upgrades and integration, green energy construction projects/facilities, and international expansion project (federally funded). Supervised/led staff in daily operations and responsible for payroll distribution for Budget and Finance Depts. Oversight/back up of fixed assets accountant, assisted in preparation and adjustment of annual reporting information, handled accounting audit of fixed assets annually including inventory and assignment, prepared bond issuance information and annual GANN limits calculations.

Reason for Leaving

Better opportunity

Certificates and Licenses

Type: Professional Certificate - Business of Wine

Number:

Issued by:

Date Issued: 10 /2012 Date Expires:

Type: Professional Certificate - Accounting Manager
Professional

Number:

Issued by:

Date Issued: 2 /2017 Date Expires:

Type: Certificate - Business Administration

Number:

Issued by:

Date Issued: 6 /2000 Date Expires:

Type: Certified Government Financial Manager

Number: 18951

Issued by: Association of Government Accountants

Date Issued: 1 /2022 Date Expires: 3 /2024

Type: Certified Government Finance Officer

Number: 567

Issued by: GFOAT

Date Issued: 6 /2023 Date Expires:

Type: Public Funds Investment Officer

Number:

Issued by: Texas Municipal League

Date Issued: 4 /2022 Date Expires: 4 /2024

Skills

Office Skills

Typing:

Data Entry:

Other Skills

Office programs/equipment Expert - 26 years and 1 months

Advanced programming/macros Expert - 26 years and 1 months

Additional Information

Volunteer Experience

SDSU Business Alumni Network Board of Directors - Vice President of College Relations

Honors & Awards

6/1991 Mira Mesa High School, Academic Distinction Honors

1/2021 Rutgers University, With Distinction Honors

References

Professional

Controller UCLA School of Medicine Keck

Personal

Store Manager

Professional

President/General manager

Professional

Auditor-Controller

Personal

Buyer III

Professional

Executive Director of Finance

Professional

Board of Directors SDSU BAN (also GM - Bay Sheet Metal Inc.)

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
	resume.docx	Resume	Job Seeker
coverletter.pdf	coverletter.pdf	Cover Letter	Job Seeker

Agency-Wide Questions

- Q: Are you a current employee?

A: No
- Q: Do you have any relatives working here?

A: No
- Q: Where did you first hear about this opportunity?

A: Governmentjobs.com

C.

Ph

A Certified Government Finance Officer (CGFO) and Public Funds Investment Officer in the state of [REDACTED], A Certified Governmental Financial Manager (CGFM) with more than 20 years of financial management, analysis, and accounting experience. I am an experienced leader with private sector (for-profit and non-profit) and governmental accounting practices. My technical experience includes accounting systems implementation and integration, analytics (creating complicated database mining queries for financial analysis) and operations with both large ERP and smaller accounting systems. My managerial experience includes small to large size complex entities with multi-billion dollar annual budgets. A few of the areas in which I have advanced experience, skills and competencies include:

• Finance & Financial Reporting	• State & Federal compliance	• Policies and Procedures
• Budget & Strategic Planning	• Dating Mining/Analysis	• Personnel & Asset Mngt
• GAAFR, GAAP & GASB	• Taxes and Debt Management	• ERP Systems & Int Controls

Work Experience

CITY OF [REDACTED]
Director of Financial Services

July 2023 – January 2024

- Plans, directs, coordinates, and monitors the functions of the Finance Department that includes planning, scheduling, and assigning work to subordinates; instructs employees in proper methods and procedures; checks and approves work in progress; makes recommendations regarding employee's job performance and conducts performance evaluations; ensures the smooth day-to-day operations of the department.
- Plans, develops, and monitors the Departmental budget, objectives, and goals; monitors expenditures to ensure compliance with budget limitations; monitors departments progress in achieving goals and objectives.
- Ensures compliance with City policies and procedures, and local, state, and federal laws governing financial administration. Prepares and presents the Quarterly Investment Reports; reviews arbitrage calculations.
- Supervises and directs the accounting of multiple City funds, general ledger, annual audit, state and federal audits, interim monthly and quarterly financial statements. Assists with preparation of the operating budget and capital improvement budget; Fulfills Public Records Request for financial or contractual information.
- Supervises the City's debt management, assists in preparing official statements, bond sales and related analysis. Supervises and directs the City's purchasing, payroll, accounting, accounts payable and investment functions/divisions. Conducts the depository negotiations and contract. Supervises the City's revenue collections and expenditure/expense distributions; directs payroll and other tax submissions/reporting.
- Is the City's Chief Financial Officer responsible for the City's Investment Portfolio and cash flow activities; grant, financial, compliance and other related reporting requirements; Conducts various special projects.
- Attends City Council meetings and other related committees and responds to issues, concerns, and needs.

CITY OF KILLEEN, Killeen, [REDACTED]
Assistant Director of Finance

January 2022 – September 2022

- Assists the Executive Director of Finance in planning and directing Finance Department operations including preparation of annual budget, annual financial report, cash management, investments, bond issuances, fiscal studies, City Council agenda items, and other financial reports. Prepares technical financial analyses, complex financial reports, budgets, and contracts for both internal and external purposes; manages compliance with City and department policies and procedures. Represents the City at various conferences and meetings.
- Directs Finance Department operations and staff including 7 direct reports and 100+ staff; assures the quality of the financial activities, services, and work products; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops work plans and assures required deadlines are met; reviews work and verifies the accuracy of financial records.
- Assists with accounting operations, including the annual audit. Manages technical accounting functions; develops, implements, and maintains financial policies, procedures, and internal controls. Evaluates and analyzes financial issues and recommends solutions, coordinates work with other City departments and public agencies.

- Assists with budget operations; including the operating and capital improvement projects budgets, short and long-term financial forecasts, and provides execution support to departments. Reviews and processes technical documents, develops reports and forecasts, analyzes technical information, and develops recommendations and summary reports. Annual city budget approx. \$300M, Finance budget approx. \$3.3M.
- Assists with contract management and technical reporting for a variety of grant-funded programs. Gathers, interprets, and prepares data for studies, reports, and recommendations. Prepares and updates a variety of studies, reports, and related information for decision making purposes.

CASA ITALIANA OPERA COMPANY, Los Angeles, CA
Director of Finance (Remote – avg 10hrs weekly)

January 2012 – December 2019

- Reported to President and General Manager
- Performed full-cycle AP/AR; includes journal entries, ME/YE close, review & analysis, bank account recons.
- Prepared quarterly/annual reporting and filings. Presented fiscal condition at board meetings.
- Assisted with other general duties (revenues, cash receipts/disbursements, etc.) staff oversight of approx. 4.
- Handled budgeting activities including preparation, research, analysis, monitoring, assisting all areas with operational and capital budgets throughout process. Annual budget approx. \$50K.
- Resolved budget variances with managers, presented recommendations and reports to executive management.
- Provided weekly cashflow and trend analysis along with other financial indicators such as ROI, ROA, etc.

VENTURA COUNTY - AUDITOR-CONTROLLER'S OFFICE, Ventura, CA
Senior Finance Analyst

August 2017 - November 2019

- Management position who reported to Auditor-Controller, Asst A-C and Chief Deputy of Financial Reporting
- Planned, lead, scheduled, assigned, and monitored the work of assigned professional and technical staff (11ppl)
- Oversight/coordination of multi-agency fiscal programs/systems; researches, collects and analyzes revenue expectations and expenditure plans, variances, and financial data affecting the County
- Oversight areas included the Board of Supervisors (BOS), County Executive Office (CEO), Health Care Agency (HCA), Human Services Agency (HSA), Property Tax and Collection System (PTS), and more.
- Prepared financial statements using specialized software including accruals, adjusting journal entries, variances with narratives; trial balances, balance sheets, income statements and cash flows statements; aggregation and compilation with review and analysis of federal grants programs (SEFA prep)
- Prepared note disclosures for the County Annual Comprehensive Financial Report, MD&A and SSI sections which included GASB pronouncements, schedules for fund balances, long-term liabilities, AR aging, TRANS, and subsequent financial events, SSI sections - statistical and demographic information reviews
- Researched & analyzed changes in legislation, GAAP, GASB, State Controller's Manual, Auditing & Financial Reporting (GAAFR), & Federal Office of Management & Budget (OMB) guidelines
- Assisted with financial audits County-wide and for various Federal and State programs, which included gathering and organizing relevant financial data for external auditors/reviewers.
- Review/oversight of annual budgets of around \$2 Billion. General Fund/Special Revenue Funds – primary (\$1B)
- Trained all personnel (new and existing) on the accounting system, primary general ledger and subsidiary ledgers
- Departmental approver of county-wide payroll (8500 employees) and various other wire transfers both internally and externally to facilitate cash management controls
- Reviewed/approved board letters for oversight areas, included preparation and/or approval of budget/appropriation journal entries to transfer funds, establish or close funds and adjust any/all accounts

SAN DIEGO STATE UNIVERSITY, San Diego, CA
Accountant II

June 2008 – March 2016

- Supervisory position who reported to University Controller and AVP Business and Financial Affairs.
- Performed ME/YE close, reviews and analysis for all GL accounts, recons for FIRMS, SCO, SAM99, Banking.
- Monitored and reviewed budgets which included many functions and administration for a few select dept areas.
- Provided corporate oversight of actuals, budgets (850M annually) and encumbrance balances resolving discrepancies with department heads and cost center managers, and assisted with necessary adjustments.
- Prepared and filed Sales & Use tax returns, set-up/modified GL security rules and values, produced journal entries, schedules, PBC's for GAAP & GASB and was external/internal audit liaison.
- Prepared reports/statements such as SEFA, Auxiliary AR/AP Reconciliations, SNP, SRECNP and Cash Flows.
- Created complicated database mining queries (Hyperion/Brio), MA's, FSG reports (Oracle), and macros (Excel).

- Interacted with the SCO, CSU CO and campus departments; campus wide accounting trainer (6000 employees), system admin., submitted/transmitted accounting files to state and other external parties.
- Conducted thorough financial analysis for all accounts, programs and activities requested by senior management, which included cost/profit, actual/budget/encumb variances, cash flows - solvency, liquidity, other ratios.
- Handled various accounting services department aspects such as auditing cash management functions and controls for student and vendor cashiering departments, grant and program administration accounting liaison for various departments, compiled intra and inter transaction eliminations between subsidiaries and parent, reconciled payroll campus-wide, processed corporate AR billings/reconciliations/audits and much more.
- Led several accounting teams for various organizational projects such as system upgrades and integration, green energy construction projects/facilities, and international collaboration project (federally funded).
- Supervised/led staff (12ppl) in daily operations and responsible for payroll distribution for Budget and Finance
- Oversight/back up of fixed assets accountant, assisted in preparation and adjustment of annual reporting information, handled accounting audit of fixed assets annually including inventory and assignment

Education

RUTGERS UNIVERSITY – January 2021

SAN DIEGO STATE UNIVERSITY – May 2002

SAN DIEGO MESA COLLEGE - December 1999

SAN DIEGO MESA COLLEGE – June 2000

SAN DIEGO STATE UNIVERSITY - October 2012

SAN DIEGO STATE UNIVERSITY - February 2017

MAccy, Governmental Accounting

BS, Accounting minor Geological Sciences

AS, Business Admin & AA, Liberal Arts

Certificate Business Administration

Certificate Business of Wine

Certificate Accounting Manager Professional

ASSOCIATION OF GOVERNMENT ACCOUNTANTS - 2022 Certified Government Financial Manager

STATE OF [REDACTED] MUNICIPAL LEAGUE – 2022 Certified Public Funds Investment Officer

GOVERNMENT FINANCE OFFICERS ASSOCIATION – 2023 Certified Government Finance Officer