

Florida Government Finance Officers Association

Your professional resource for education, networking, leadership and information.

March/April 2004



BOARD OF DIRECTORS

President

Margaret A. McGarrity, CPA
(407) 254-6047
pmcgarrity@golynx.com

President-Elect

George J. McGowan, CPA
(407) 246-2678
gmcgowan@ci.orlando.fl.us

Secretary-Treasurer

Gib Mitchell, CGFO, CPFO
(941) 954-4185
Gibson_Mitchell@sarasotagov.com

Directors

Pamela Childers, CPA, CGFO
(850) 435-1818
pchilders@ci.pensacola.fl.us

Linda C. Davidson, CPA, CGFO
(561) 393-7737
ldavidso@ci.boca-raton.fl.us

James M. Dwyer, CPA
(850) 487-9031
jimdwyer@aud.state.fl.us

Amy W. Elliott, CPA, CGFO
(321) 953-6247
aelliott@melbourneflorida.org

Mark A. Fostier, CPA, CGFO
(407) 836-5695
mark.fostier@occompt.com

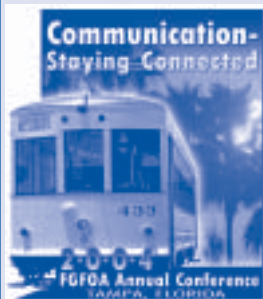
Ricky Helms, CGFO, CGFM
(863) 402-6807
rhelms@bcc.co.highlands.fl.us

Francine L. Ramaglia, CPA
(561) 791-4000
framaglia@wellvillage.com

Terry L. Sharp
(954) 828-5428
terrysts@ci.fort-lauderdale.fl.us

Director of Administrative Services

Jeannie Hagan
(850) 222-9684
jhagan@flicities.com



Save the Date!

2004 Conference
2004 FGFOA Annual Conference
May 1-5, 2004 • Marriott Waterside, Tampa

Join us for Tropical Nights in Tampa!

The Annual Conference is just around the corner! The Host Committee has planned its events around enjoying the beautiful tropical climate of spring. Go shopping for your tropical shirts to wear at the events!

Sunday, May 2, 2004 – Association Night Reception

Mingle with our Exhibitors and Sponsors while you enjoy the Caribbean-themed Association Night Reception. Prizes will be given out for the best tropical interpretations! The reception will feature heavy hors d'oeuvres, and an hour-long open bar for beer, wine and soda. The Host Committee has planned a unique **Scavenger Hunt** that will be fun for all!

Tuesday, May 4, 2004 – Tuesday Night Event

The Tuesday Night Event will be held at the Florida Aquarium, which is less than 10 minutes from the Marriott by streetcar. A large "school" of Aquarium staff will be on hand to answer your ichthyological questions and to help you explore the hands-on exhibits. We'll have plenty of interactive, aquatic, environmental and "just plain fun" experiences throughout the Aquarium, so you'll be pleasantly busy all night! We're continuing the tropical theme at the Aquarium, so you really need to bring that tropical shirt or blouse!

Hospitality Suite – Sunday, Monday and Tuesday Night

Keeping with the tradition, but always striving for improvements, this year, on Monday and Tuesday night, the Hospitality Suite will be held in a larger room to allow for more networking among your colleagues. You will find plenty to do, and plenty of people to talk to.

Rooms at the Marriott and Wyndham are sold out. If you are having problems finding another area hotel, contact the FGFOA office for recommendations. Remember to book your room early next year!

Read the Conference Host Committee Report on page 8 about the exciting events planned for the conference.

Corner

How Prepared are You? Financial Management of an Emergency Event

By Rosalynd Homer, CPA, CMA

The game is Jeopardy. The category is *Fiscal "E"* (read 'fiscally') *Responsible*. The "E" in quotations means the correct response starts with that letter. The answer: "A strategy to maintain or restore mission critical processes and systems in the event of significant interruption of business operations."

(continued on page 5)

Inside Highlights

President's Message	2
Calendar	3
News from the Secretary/Treasurer	4
FGFOA Welcomes Its New Members	4
It's About You	4
Member Spotlight	5
Rob Garner Retires From the City of Orlando	7
Committee Reports	7
Chapter News and Announcements	9
Position Announcements	10

President's Message



Margaret A. McGarrity, CPA
pmcgarrity@golynx.com

Dear FGFOA Members:

This newsletter should reach you just in time for our exciting 61st FGFOA Annual Conference, to be held in beautiful Tampa at the Marriott Waterside. I grew up in Tampa, and it remains one of my very favorite places. I think that you will be pleased with this venue and with the program and events that we have planned for you there.

It is hard to believe that my year as President is coming to a close. It has been my great pleasure to work with the Committee Chairs this year, and I would like to extend a special thanks to them for their support. It is clear that I made very wise choices in my selection of these chairs, and each has made a unique contribution this year to FGFOA.

Andrea Wilson, Career Development Committee Chair, saved the day a few times in her handling of last-minute emergencies this year. Under her leadership, the topics and speakers provided were superb. The topics offered were: GASB 34 in Hollywood; Cash Management in Destin and Orlando; Fraud/Internal Controls in Fort Lauderdale; Multi-year Budgeting/Performance Measurement in West Palm Beach; Financial Condition and Analysis in Tampa; and Debt Management in Jacksonville.

Jeff Smith, Certification Committee Chair, led the committee in researching ways to improve the CGFO program, including rewriting the test. The committee ultimately recommended to the Board that Past President Rob Garner rewrite the exam, and he is currently under contract to do so. Expect a new version of the test by the November exam. This is an excellent accomplishment, and the committee efforts will aid in improving this very important certification program.

Kim Adams, Conference Host Committee Chair, has been very enthusiastic in his leadership of this committee, and he and his committee were determined to show us the very best of what Tampa has to offer. The Board set tight budget guidelines, but Kim and his team looked for innovative ways to stretch their dollars. You will find some nice surprises in store that have been devised by this committee.

Lyle Bulman, Conference Program Chair, has redefined hard work, because the responsibility for this committee is very demanding. The committee started work almost immediately after the end of last year's conference, and they are still working diligently to provide you the most recent and relevant topics for the conference. Lyle has done a great job coordinating the many details that make this conference a superior one.

David Flatt, Information Technology Chair, coordinated many improvements and updates to the Web site. His committee is new, and he has helped fine-tune its role. Thanks to the committee's recommendations, you will notice a much more user-friendly Web site.

This group also recommended the e-mailed version of the newsletter, which has saved budget dollars and provided for efficiency.

Bill Bogan, Legislative Committee Chair, was patient with the Board as we revised and re-revised the Legislative Policy Statement. His committee provided a great document and with the Board's input, the FGFOA's issues were defined and presented to the membership. This committee has one of the most important and difficult tasks, and Bill provided persistence and dedication to see it through.

Carol Himes, Membership Services, brought forward some great recommendations and new ideas from this committee. These began with a name change from Membership and Publications Committee to Membership Services to more accurately reflect the duties of the committee. This committee focused on improved communication with the membership, and suggestions to make sure the FGFOA is reaching all governmental finance professionals. Look for some of their new ideas to be further explored next year!

Holly Vath, Scholarship Committee Chair, also brought forward several options for Board consideration. Her committee was charged with reviewing the scholarship program and its effectiveness. While the Board voted to temporarily discontinue the scholarship, it was under Holly's direction that this informed decision could be reached.

Chris Lyons, School of Governmental Finance Chair, led his committee to hosting one of the most successful schools yet. Attendance broke all past records, and the sessions were better than ever. The Sarasota crew has proven to be among the most dedicated FGFOA members, and I am sure we will see much more of all of them in years to come!

Barry Skinner, Technical Resources Chair, was as dependable as ever. His committee provided responses to GASB exposure drafts, technical articles and answers on the discussion board. One of the greatest accomplishments of the year came from his committee with the improvement of the document repository on the Web site. This committee organized an outreach to fill in the gaps with RFPs and policy and procedures documents. This will be a valuable resource for years to come.

I would also like to thank Past President **Jim Moyer** for his leadership efforts on the Past Presidents Circle. Over this past year, the Circle further developed two ideas supported by the FGFOA Board. The first one is for a leadership development program, and that is going to be incorporated into the training provided at the School of Governmental Finance. The second is a Members-in-Transition program that will be Web based and will provide support to our members seeking employment. Resumes will be posted on the Web, and a personal contact (a past president) will be listed. Our volunteer personal contact for the first year is Past President **Beryl Davis**.

I would also like to recognize this year's Board of Directors and extend my sincere appreciation for all their efforts. I have enjoyed working with this wonderful group of professionals. The Board is dedicated to making the FGFOA the best organization in the nation, and that is visibly evident in their contributions.

Thanks are also in order for the **Florida League of Cities** for all its staff efforts over this past year. The extremely talented **Jeannie Hagan** has been my right hand, and **Anne Gooch** and **Barbara**

Solis have both aided me on a variety of issues. Their efforts made my job this year a very enjoyable responsibility.

Congratulations to the newest members of the Board, **Jeff Smith** and **Bill Bogan**. Congratulations also to **Ricky Helms**, a tremendous Board member who was re-elected and will continue to serve. I am happy to see **Amy Elliott** take the next step in becoming your future President by running for Secretary/Treasurer. Amy is a dedicated, energetic and enthusiastic individual. She will do a wonderful job. Your President-Elect **Gib Mitchell** is another stellar FGFOA member, whose dedication can always be counted upon. Your next President, **George McGowan**, will provide outstanding leadership as he has on the Board for many years.

I would like to extend special congratulations to **Rob Garner** who is retiring from the City of Orlando after 25 years. He is currently the director of management, budget and accounting. Rob is a Past President of the FGFOA and was instrumental in establishing the Chapters and the CGFO Program. Rob is moving to Tallahassee to be with his bride to be, **Jeannie Hagan**. Best wishes to Rob and Jeannie!

This past year has been a lot of fun, beginning with the GFOA Conference in New York last year, to our Florida Conference in Orlando, and to the

Board meetings and my visits to local Chapters. The year has been marked by significant achievements by our members, committees, Board members and officers. It has also been a year of continued growth with a current membership that exceeds 2,500.

For me, the year has been particularly challenging because I have been attending Florida A&M Law School at night. This has been an aspiration of mine for many years, so when my law school acceptance came in the same year as my FGFOA Presidency, I knew that with the help of my wonderful staff at LYNX, I could successfully serve as your President. I would particularly like to thank the Deputy of Finance and Administrative Support, **Janice Keifer**, and my Administrative Assistant **Sara Barashick** for all their behind-the-scenes efforts on behalf of FGFOA this past year. I would also like to thank my boss **Bill Schneeman**, as well as LYNX Finance Manager **Blanche Sherman** and LYNX Financial Reporting Supervisor **Ken Hetrick** for their support this year.

I have been privileged to be a member of this fine association organization for 24 years, and it has been a tremendous honor to serve this year as your President. You, the FGFOA members, are the reason that the Florida Government Finance Officers Association is such a successful organization. Keep up the great work, and thanks for a terrific year!!

STANDING COMMITTEE CHAIRS

Career Development

Andrea J. Wilson
(407) 246-3088
andrea.wilson@cityoforlando.net

Certification

Jeffrey R. Smith
(772) 567-8000 ext. 1395
taxcollector@irctax.com

Conference Host

Kimball R. Adams
(727) 587-6747
kadams@largo.com

Conference Program

H. Lyle Bulman
(863) 534-7734
lylebulman@polk-county.net

Information Technology

David C. Flatt
(941) 954-4119
david_flat@sarasotagov.com

Legislative

Bill Bogan, Jr.
(850) 577-4020
billb@mail.co.leon.fl.us

Membership & Publications

Carol A. Himes
(561) 393-7833
chimes@ci.boca-raton.fl.us

Scholarship

Holly Vath
(561) 791-4000
hollyv@ci.wellington.fl.us

School of Governmental Finance

Christopher H. Lyons
(941) 954-4185
Christopher_Lyons@sarasotagov.com

Technical Resources

Barry Skinner
(407) 836-5715
barry.skinner@occompt.com

State Representatives

Northern Region
Christine Francis
(850) 577-4020

Central Region
Lynda Flynn
(407) 343-3012

Southern Region
Linda C. Davidson
(561) 393-7737

FGFOA Calendar at a Glance

2004 FGFOA Annual Conference

May 1-5 Marriott Tampa Waterside – Tampa

2004 GFOA Annual Conference

June 13-16 Milwaukee, Wisconsin

2004 FGFOA School of Governmental Finance

November 15-19 Ponte Vedra Beach

2005 FGFOA Annual Conference

May 13-18, 2005 Hollywood, Florida

Technical Questions

Members with technical questions have the following three contact points:

- Discussion Board at the FGFOA Web site: www.fgfoa.org/services/discussion_board.asp
- Anne Gooch at (850) 222-9684 or e-mail agooch@flcities.com
- Technical Resources Committee Chairman, Barry Skinner at (407) 836-5715 or e-mail barry.skinner@occompt.com

News from the Secretary/Treasurer



Gib Mitchell

Congratulations to the new Secretary Treasurer, Amy Elliott (City of Melbourne), and returning Board member Rick Helms (Highlands County) and new Board members Bill Bogan (Leon County) and Jeff Smith (Indian River County). All will be great additions to the Board of Directors for 2004-05.

And a big *thank you* for overwhelmingly approving of the two bylaw amendments. The first amendment will allow for electronic online voting for Constitution and Bylaw amendments, as well as for the election of Officers and Directors in the future. This amendment became effective April 1, 2004.

The second amendment changes the current fiscal year from April 1 through March 31 to a fiscal year beginning July 1 through June 30. This amendment becomes effective for the 2005-06 fiscal year (July 1, 2005 to June 30, 2006). The implementation plan is as follows:

- Fiscal Year 4-1-04 to 3-31-05 (12 months)
- Fiscal Year 4-1-05 to 6-30-05 (3 months)
- Fiscal Year 7-1-05 to 6-30-06 (12 months)

This implementation plan allows the Board adequate time to file for a fiscal year change with the IRS. The plan also provides time for the Chapters to change their fiscal year to be consistent with that of the FGFOA.

The transition should be almost transparent for most members. The dues notice for the 2005-06 year will be for a 15-month renewal

period, April 1, 2005 through June 30, 2006. The Chapters and FGFOA will have two reporting periods to contend with, June 30, 2005 and June 30, 2006.

Chapter Financial Reports Due to Tallahassee

The IRS has granted the FGFOA a group exemption for filing with the IRS. Therefore, it is imperative that local Chapters file their annual financial reports (effective with the year ending March 31, 2004) with Jeannie Hagan in Tallahassee as quickly as possible at the close of the year.

Chapter Visitation

February 19th, I had the privilege of attending the South Florida Government Finance Officers and City Clerks Association dinner meeting in Hollywood. Carlos Garcia (Hollywood) is the newly elected Treasurer. Carlos and Lisa Rabon (Wilton Manors) are the Co-chairs of the Conference Host Committee for our 2005 Annual Conference at the Westin Diplomat Resort and Spa on Hollywood Beach. My main purpose was to represent President Peggy McGarrity and President-Elect George McGowan. I also went to recruit Chapter members to be on the Conference Host Committee for this upcoming 2004-05 year. I had a great time and plan to visit all Chapters during the upcoming year.

FGFOA Welcomes Its Newest Members

- Cynthia Gardner, Duval County - CCC
- Adam Garrett, Cherry, Bekaert & Holland, LLP
- Jesus Puentes, Palm Beach County - BCC
- Ceilon (Sam) Rentz, Fleet Boston Financial Company
- Alex Simmons, Cherry, Bekaert & Holland, LLP

It's About You

Congratulations to **Lewie Wise** and **Joyce Shanahan**. Both have been promoted to City Manager from the position of Finance Director. Lewie Wise is with the City of Minneola and Joyce Shanahan is with the City of Fort Walton Beach

The "It's About You" section was developed to highlight FGFOA members and their special accomplishments. Please submit notices of job promotions, awards and retirements or other recognition to agooch@flcities.com.

It's About You Criteria

The "It's About You" section was developed to highlight FGFOA members and their special accomplishments. Please submit notices of job promotions, awards and retirements or other recognition to agooch@flcities.com.

Spotlight Article Criteria

The FGFOA Board of Directors established preferred guidelines for the "Member Spotlight" articles. These criteria include: must be submitted by an FGFOA member (other than the spotlighted person); active member of the FGFOA for five years; active member of a local chapter of the FGFOA; served on an FGFOA committee or Board of Directors; made significant contributions to the financial arena (i.e., speaker at conferences, written articles, etc.); final approval by FGFOA president.

Member Spotlight



Richard Miller

The “Spotlight” this issue is on Richard Miller, Financial & Administrative Manager of the City of Jacksonville, Administration & Finance Department, Accounting Division. Richard has worked for the city since June 1989. Prior to his employment with the city, Richard spent

more than 27 years in the private sector employed as an auditor for a Fortune 500 company, as a sole practitioner CPA in New York State, and in the finance area of the automobile industry in Florida. Richard also did a peace time tour in the Panama Canal while in the U.S. Army in the late 1950s.

Richard has a bachelor’s degree in business administration from Lehigh University, Bethlehem, Pa., and is a licensed CPA in New York and Florida, as well as a CGFO.

Richard began his city career in the director’s office of the Central Services Department using his private-sector business experience to manage the budget and finances of that department. In a reorganization of city government that took place in 1991, the functions of the Central Service Department were rearranged and Richard was transferred to the Budget Office of the Administration & Finance Department. In 1999, he transferred to the Accounting Division of the Administration & Finance Department. While in the Accounting Division, Richard has worked in the Revenue Protection Program and served as manager of the accounts receivable function. Currently, Richard is working in the Revenue Protection Program. In both areas that Richard has worked in while in the Accounting Division, his work ethic, professionalism, and years of experience inside and outside of government have made him a resource to others,

as well as allowed him to accomplish assigned tasks that involve a very high degree of technical understanding, competence and work experience.

Richard has announced his intentions to retire from city government in either June or July of this year. The first thing Richard intends on doing while retired is to take a trip to Israel with his wife. Richard has three grown sons and two grandchildren and plans on spending more time with his family, as well as completing some long-awaited home improvement projects. Richard has reserved some time to remain active with the First Coast Chapter by assisting the Chapter in hosting and putting on the 2004 School of Governmental Finance to be held in Ponte Vedra Beach, which is outside of Jacksonville in northern St. Johns County on the Atlantic Ocean. Also, in his role as past president of the First Coast Chapter, he will be participating on the Board as a non-voting member, which will allow him to continue to remain active in the Chapter and allow the Chapter to continue to make use of his leadership talent.

Richard was one of the first individuals in the government of the City of Jacksonville to receive the designation of CGFO. During his two years as Chapter President, eight members have attained the designation as CGFO and six more are CGFO candidates, taking the exam on March 19. All this would not be possible without the leadership and professionalism Richard has demonstrated in encouraging others to strive to do and be their very best.

Richard holds the title as the founding member, founding father and first President of the First Coast Chapter. It is solely through his efforts that the First Coast Chapter was created and became a reality, being recognized at the FGFOA 2002 Annual Conference held in Jacksonville. In the two years that the Chapter has been in existence, there have been many firsts, none of which would have been possible without his leadership to guide the Chapter in its start-up period. On March 12, Richard stepped down as President of the First Coast Chapter, knowing that the Chapter can grow and prosper based on the foundation he created as its first President.

(continued from page 1)

The question: What is emergency management?

In Florida, emergency management is traditionally connected with hurricanes and tropical storms. More recently, the meaning has taken on year-round application, and encompasses any event with the potential to stop an operation in its tracks.

An extended power outage. A computer virus. An incident involving hazardous material. These are just three of many scenarios that can disrupt operations. These and other events – whether naturally occurring or man-made, whether triggered by internal or external factors – can severely hamper entire operations and place financial management functions in jeopardy.

How prepared is your agency for emergency financial management? How quickly can your agency don its game face and employ effective offensive and defensive measures should stuff hit the fan in a big way? Some suggested elements of an emergency plan for financial operations:

1. Review the agency-wide emergency operations plan for responsibilities relating to financial operations, and develop procedures specific to financial operations to implement or augment them as required.
2. Review the agency’s Information Technology disaster recovery plan for requirements of financial management operations. Most financial operations are driven by information technology. A disaster recovery plan should address financial managers’ heavy reliance on that technology.
 - In a recommended practice, Computer Disaster Recovery Planning (1999), the Government Finance Officers Association provides guidelines for development, testing and safeguarding of a disaster recovery plan.
3. Develop contingency plans for payroll production.
 - Devise a methodology (a decision tree, for example) to determine the timing of payroll processing if sufficient warning of an impending event is provided.
 - If no advance warning precedes the emergency event, parameters for payroll production should be defined in the Information Technology disaster recovery plan. ▶

- Identify payroll policies that may require modification or suspension during emergency situations.
 - Plan how information regarding payroll production and policy changes will be communicated to employees.
4. Craft a communications plan for assigned staff. Classify staff as essential or non-essential to financial operations during an emergency event.
- Inform staff of their classifications, and review duties and responsibilities with them.
 - Determine the building evacuation plan for assigned work areas, and periodically review it with assigned staff.
 - Establish methods to communicate pertinent information to staff before, during and after an event, as required. The plan should detail:
 - How information is communicated or relayed (e-mail, phone, fax, pager)
 - Responsibility for communicating information
 - What information to communicate
 - Maintain and periodically update employee contact information, to include:
 - Local emergency contact numbers
 - Out-of-area contact numbers, in the event of evacuations or if staff leaves the area
 - Personal e-mail addresses
5. Define measures to safeguard undeposited collections and other cash held during an event. If cash collections are decentralized, provide direction to staff responsible for collections regarding banking and/or safeguarding of funds.
6. Develop options to acquire working capital needed for post-event response,
- Arrange with banks to acquire funds on an emergency basis.
 - Consider depositing some funds outside the local area should the event interrupt local banking services.
 - Explore the suspension of some or all restrictions for petty cash use, including allowable expenditures and transaction limits.
7. Arrange emergency procurement opportunities.
- Develop agreements with key vendors for emergency purchases.
 - Explore the suspension of some or all restrictions for procurement card use, including allowable expenditures and transaction limits, and monthly spending limits.
8. Compile a list of key documents and information needed for post-event response, and plan how they are to be secured in the event of an emergency. Suggested items for the list include, but are not limited to:
- receipt books
 - checks and disbursement vouchers
 - insurance policies
 - bank and investment records
 - titles, deeds, registrations for property and vehicles owned
 - contact information for key service providers, including insurance, bank, and investment advisors

9. Produce copies of inventory records (fixed assets, stores, and the like) for reference during the damage assessment phase of recovery operations.

10. Annually conduct property risk assessments and update insurance coverage to incorporate findings from the assessments.

11. Develop a strategy to maximize use of the resource of the Federal Emergency Management Agency (FEMA) during post-event recovery.

12. Establish a system of accounting for and documenting costs of emergency events.

Suggested components of this system are:

- A form for staff to report daily activities related to an event. Activities reported should be in sufficient detail to help determine eligibility for reimbursement and successfully document that eligibility to FEMA.
- A method to identify and accumulate costs in a financial system or a supplemental system.

The 12 items presented are not a complete and exhaustive list of components of an emergency plan for financial operations, but are designed to help jump start a plan design for your agency.

Think “it” won’t happen to you? Stuff does indeed happen. I lead the 22-member Accounting Services team of the Palm Beach County Sheriff’s Office (PBSO). In February 2004, the team grappled with the unexpected when a pipe burst within the interior of a building, completely flooding our work area. CPUs of personal computers were under water. Documents and records were waterlogged. The stench of wet carpet made the work area unbearable, and team members were displaced to four different locations within a building already bursting at the seams with staff. Furniture, personal computers, telephones, files and documents had to be relocated. The separation of team members posed logistical challenges, as each work group required access to copiers, fax machines and networked printers. Completion time for routine tasks doubled when members of one work group trekked to another work group’s location to use specialized equipment shared by the two groups. Despite the loss of productivity from this major disruption of operations, the demand for our services did not wane. While sympathetic to the team’s plight, employees still expected paychecks on designated dates. Staff still sought petty cash reimbursements and travel information for scheduled training (PBSO’s travel services is centralized in Accounting). Customers still remitted monies to be deposited, and vendors still sought payment.

Agencies cannot afford to ignore the possibility of significant disruption of operations. A business continuity plan of financial management is the first step to prepare for a financial business disruption. Begin planning now to help mitigate the often harsh reality of emergency events. Begin planning now to minimize financial jeopardy.

The final Jeopardy category is “*ABCs of Financial Management*.” The correct response begins with the letter A, B or C. The answer: “The two-word motto of a youth group promoting a state of readiness for a purpose, activity or event.”

The question: What is “Be prepared?”

**Needed...Sample RFP and Policies and Procedures.
Please e-mail your RFPs and Policies and Procedures to Anne Gooch at agooch@flicities.com. These will be available to download from the FGFOA Web site at www.fgfoa.org.**

Rob Garner Retires From the City of Orlando After 25 years

By Mickey Miller and Deborah Girard



Rob Garner

Rob Garner has a long history of service to both the FGFOA and the City of Orlando. He began his career with the city in 1979 as assistant comptroller and, in 1984, he was promoted to comptroller.

During a difficult period last year, Rob accepted the challenge and responsibility for preparing the city's \$590 million budget. Along with these increased responsibilities came Rob's promotion to director of management, budget, and accounting (MBA). As a director, Rob became a member of the mayor's cabinet, a team that strategizes on issues facing the city and its citizens.

Upon becoming director of MBA, Rob elected to participate in the GFOA budget awards program. We are pleased to report that the city's submission met the rigorous technical standards of the

GFOA and received a *distinguished budget presentation award*.

Rob served as president of the FGFOA during 1993-94. During his tenure, Rob was instrumental in developing the CGFO program, and in obtaining reciprocity for this state program at the national GFOA level. He has continued his service to the association through annual participation on FGFOA committees, including his current participation on the School of Governmental Finance Committee.

Rob is a certified public accountant, a certified government finance officer, and a certified management accountant. We feel fortunate to have Rob as one of our members. He has very generously shared his time and talents with our association. He is nationally recognized as a leader in government accounting and financial reporting, and has been a frequent speaker on both the state and national levels.

In April, Rob will be retiring from the City of Orlando. He will be missed deeply by his colleagues and staff. He is respected both as a leader and as a friend. However, we suspect that we will continue to see Rob at the FGFOA Past Presidents Circle, and as a speaker at career days and the Annual Conference.

Committee Reports

Career Development

Andrea Wilson, City of Orlando, Chair

By the time you read this, all of the 2003-2004 Career Development conferences will be history. The Committee hopes each of you was able to attend one or more of these outstanding events.

"Financial Condition and Analysis" on March 5 in Tampa was a great success, with many of you present. Cheryl Shanaberger, Marcia Dedert and Tim Pozza did an excellent job working out all the details on this one and obtaining three talented presenters.

"Debt Management" is always popular, and the seminar in Jacksonville on April 2 was no exception. This one was pulled together by Tom Tight and Katrina Laudeman, and focused on the bond issuance process for local governments and the public sector.

Please e-mail any suggestions or comments for the Career Development Committee to Andrea Wilson at Andrea.Wilson@cityoforlando.net, including any topics you'd like to see in next year's conference lineup.

Certification

Jeff Smith, Indian River – TC, Chair

There has been a significant development in the project to rewrite the CGFO exam. This project was undertaken with a goal to improve the exam in three critical areas. One was to update the exam for all the recent GASB pronouncements. The second goal was to enhance the distinction of the Certified Government Finance Officer designation by creating a more challenging indicator of a government finance professional's knowledge. Finally, we wanted to make the exam more specific to Florida governments with respect to compliance, methods of operations and requirements. As the year had progressed, it appeared to the Committee that this project

was going to be a long-term undertaking and that getting one section finished per year was all we realistically could expect.

I am excited to announce that this situation has changed. The Committee and the FGFOA are in the process of negotiating a contract with someone who has proposed to not only rewrite the exam, but to have it entirely rewritten in time for implementation for the November 2004 exam. Rob Garner, a Past President of the FGFOA, is retiring at the end of March and has proposed to rewrite the exam for us. Rob has had a distinguished career with the City of Orlando, and as a Past President of the FGFOA he has first-hand knowledge of the CGFO program and its significance for our profession. This is a tremendous opportunity for our organization.

The Committee will be busy the next few months in producing the study materials, performing Q&A on the rewritten exam, and monitoring the progress of this project. The members of this committee have really been active participants in this project, and our gratitude should be extended to them and the Board of Directors for their support and leadership this past year.

The Spring Exam was conducted on March 19 in Jacksonville, Orlando and Vero Beach. The results with the five highest scorers will be posted in the next issue of the newsletter. Thanks go out to Mitchell Perrin in Jacksonville, Kris Shoemaker and Michael Tomich in Orlando, and Larry Napier in Vero Beach for proctoring and coordinating the exams.

A quick reminder for those of you who need to report CPE hours this year: You have until June 30, 2004, to complete the necessary hours to comply with the 120-hour rule. Remember that at least 30 hours must be in accounting, auditing and/or technical business related subjects, and that no more than 30 hours may be in behavioral subjects. The deadline for reporting is July 31, 2004. Also remember, for those who received extensions on the reporting period ended

June 30, 2003, you cannot count the hours obtained after June 30, 2003 and reported for that period and also for the June 30, 2004 period.

Conference Host

Kim Adams, City of Largo, Chair

The Host Committee is continuing to work on preparations for several great social events at the annual conference in May! Don't delay; register today!

Why come to Tampa? That's simple! There's lots to do, see and enjoy! Oh, and you probably need some CPE, too, right? So, besides the CPE, what's going on at the conference?

The Host Committee has a fun-filled Tropical Association Night planned for Sunday, so pack your tropical attire and you might win a prize! You'll also be able to wear your tropical attire to the Tuesday Night event at the Florida Aquarium! Laundry service is available at the Marriott if you only have one Jimmy Buffett shirt.

The Hospitality Suite has been re-engineered (sounds impressive, doesn't it?) to facilitate more mixing and mingling. The suite will resemble the standard configuration on Sunday night, but will be moved to larger quarters on Monday and Tuesday nights. The Monday and Tuesday nights' suite will be 3,000 square feet and will overlook downtown Tampa. We'll have music and plenty of fun things going on! If you've never been to our hospitality suite before, this is the year to stop by and say hi!

When you're not attending classes at the conference, Tampa Bay has more to do than you can imagine.

The Devil Rays are playing Oakland at night in St. Petersburg on Friday, April 30 and Saturday, May 1. They also play Sunday afternoon, so you have plenty of chances to take in a ball game, especially if you come to the conference early! Check the FGFOA Web site in April for discount ticket information, courtesy of the FGFOA Host Committee!

Here's a few Web sites to peruse before the conference. Remember, May is a great month in Tampa Bay! We hope to see you here before, during and after the conference!

- www.tbo.com - Tampa Bay information galore!
- www.floridasbeach.com - Beaches, plus a lot more!
- www.tampagov.net - Tampa's official site & links!
- www.stpete.org/explore.htm - St. Pete Things To Do!
- www.ybor.org - Latin district - lots of fun!
- www.visitclearwater.com - Beaches!
- www.floridasbeach.com - Beaches!
- www.marriott.com/TPAMC - Conference Hotel
- www.tecolinestreetcar.org - Downtown streetcar information

Conference Program

Lyle Bulman, Polk County - CCC

The 2004 Conference at the Tampa Marriott Waterside is rapidly approaching. Our subcommittee chairs and the entire Conference Program Committee have worked diligently to put together sessions and arrange for speakers that will address our purpose "to plan the conference program and identify relevant topics and speakers." The committee has again demonstrated the value of a concerted effort as they endeavored to structure a conference to meet our goals. Thanks to President Peggy and the entire board for their guidance and direction for our committee. Our theme for this year's conference of *Staying Connected* has already been experienced as we have worked together to have a conference of the highest quality. Thanks for allowing our Committee to serve you. We are looking for to seeing you at this year's conference in Tampa.

Information Technology

David Flatt, City of Sarasota

The FGFOA will soon be offering two new services to its members, a Members-in-Transition service and an Interim Service Program for retired and associate members. The FGFOA Board assigned the Information Technology Committee the task of recommending the guidelines of how both programs will be implemented on the FGFOA Web site.

The Members-in-Transition service is for unemployed members, allowing them to post their resumes on the FGFOA Web site. This service is also helpful in notifying other members that one of their colleagues is looking for job placement and may need advice and support. The resumes will be accessed from a menu selection on the home page. They will be listed in alphabetical order by last name, show the city where the member resides and their area of expertise. As this service becomes more popular, the resumes will then be classified by area of expertise.

The Interim Service Program for associate and retired members is another new service that is somewhat patterned after the ICMA Range Rider Program. We will provide a spot on the FGFOA Web site where retired and associate members, willing to fill temporary positions, can post their resumes. This is a very useful program where entities are looking for individuals to help them for a limited period of time. This service is not intended to be an opportunity for members to commercially advertise their services.

Don't forget that an effective tool in communicating with other members is the Discussion Board. This resource is accessed at the FGFOA Web site and is very useful in getting help and input from other members. You can also provide assistance to members that are posting questions and seeking help. If you have any suggestions, please send me an e-mail at david_flatt@sarasotagov.com.

Membership & Publications

Carol Himes, City of Boca Raton, Chair

The Board of Directors approved renaming the Committee to Membership Services Committee. Although the duties of this Committee to produce the newsletter will continue, its focus will shift to an outreach role to the members of the FGFOA. Anne Gooch and Jeannie Hagan do such a great job with the newsletter that some of the committee's involvement has diminished over time.

It is the desire of the Board of Directors to establish a mechanism to ensure that the needs of FGFOA members in all areas of the state are being met, from small to large organizations. The new focus of this committee will be to concentrate on developing this communication mechanism.

A survey will be distributed at the Annual Conference to ask members what other types of services they would utilize from the state organization. This survey will be distributed in a new manner that should be fun for the members and successful for the committee. So be sure to look for yours. If you have ideas that are not addressed in the survey, please contact me at (561) 393-7833 or Anne Gooch at (850) 222-9684.

The membership notices have recently been issued, so be sure to send yours in to continue membership in this wonderful organization. Also, if you know of others who you feel would benefit from what FGFOA has to offer, please provide a copy of the membership renewal form to them.

This newsletter is the last one during my position as Committee chair. I will conclude this article by saying it has been a pleasure to serve the membership of the FGFOA over this past year. I hope

each one of you will consider serving on a Committee to benefit from this experience.

Technical Resources

Barry Skinner, Orange County Comptroller's Office, Chair

The Technical Resources Committee (TRC) is working on a response to GASB Exposure Draft (Revised), Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions. The deadline for comments to GASB is April 30, 2004. You are encouraged to respond directly to GASB, letting them know how the proposed changes will affect your operations. The committee also provided articles for this newsletter.

The TRC continues to monitor the discussion board, which is located on the FGFOA Web site. (The **Discussion Board** link is under "Featured Resources" on the FGFOA home page.) The discussion board provides an opportunity for members to voice opinions on related topics and to post technical questions. Members are encouraged to check the discussion board often to help stimulate meaningful discussion and share information.

Sample requests for proposals and policies/procedures are available on the FGFOA Web site. (The **Document Library** link is under "Featured Resources" on the FGFOA Home Page.) The initiative to increase the number of sample documents has tripled the size of the repository. The Committee is always looking for sample documents to add. Please e-mail your documents to Anne Gooch at agooch@flcities.com.

Chapter News and Announcements

Central Florida Chapter

Elections for Chapter Board offices were held at the Chapter's annual business meeting on March 11, 2004. The following officers were elected:

President: Kent Olson, Treasurer, City of Orlando

President-elect: Donna Wright, Senior Accountant, City of Eustis

Secretary: Eric Gassman, Director of Fiscal Management, Orange County

Treasurer: Tom Klinker, Financial Services Director, Osceola County

Directors: Crockett Hunter, Principal Analyst, Seminole County; Linda Harrison, Finance Clerk, Town of Windermere; Fazie Khan, Chief Accountant, Greater Orlando Airport Authority

The Chapter thanks outgoing President Diane Reichard and Director Jean McCarthy for all of their hard work while serving on the Board.

The Central Florida Chapter will be taking a hiatus for the month of May in an effort to concentrate on the Annual Conference being held in Tampa, May 1-5, 2004. Hope to see you then. In addition, we would like to announce the upcoming 1 hour CPE and networking opportunity to be held at the Radisson Downtown Orlando on June 10, 2004. Our speaker will be Mae Whitlow from the IRS who will provide insight into fringe benefits and their employment tax implications. We look forward to seeing you there.

Florida First Coast Chapter

The First Coast Chapter has just concluded its second year in a very positive way. We had our annual meeting which had James J. Rizzo, ASA, MAAA, Senior Consultant and Actuary of Gabriel, Roeder, Smith & Company, give an outstanding talk about "OPEBs." For those who are uninformed, as I was, OPEBs are Other Post-Employment Benefits. This was really a "cutting-the-edge" topic, and will have to be reported on Financial Statements as early as 2006 for Phase 1 government employers. When you think of OPEBs – think of GASB 34 for the ramifications.

Other business at our meeting included By-law changes and a presentation regarding the School of Governmental Finance, which will be held this November at Ponte Vedra, given by our own Kevin Stork, who is the Chair of this important Committee. It was also

announced that Mitch Perin and Richard Miller will be proctoring the CGFO exam that will be held on March 19.

It is intentional that education is the main focus of our news this month. We are very proud that when our Chapter was organized, there were only three CGFOs in our area, and in our two-year history this credential was earned by 10 additional members.

We had elections of Officers and Board Members. Stepping down were: President Richard B. Miller, CPA, CGFO; President-elect Mitchell L. Perin, CPA, CGFO; Secretary-Treasurer Sharon W. Barker; Board Members Michael Price, CPA, CGFO; Steven L. Ramsey, CPA; Trish Roberts, CPA; and Kirk Sherman, CPA.

The newly elected Officers and Board Members are: President Mitchell L. Perin of the City of Jacksonville; President Elect Ruth Remsen of the Jacksonville Electric Authority; Secretary-Treasurer Mitchell Velasco of the City of Jacksonville; Board Members Karen Johns of the City of Jacksonville Beach, Karen Myers of the City of Green Cove Springs, Jeff Rosencrans of the City of Fernandina Beach, and Wisteria Striglers of the City of Jacksonville.

The new Board has pledged to provide CPE that is at least on par to what we have been accustomed to, as well as continuing the excellent opportunity to network with other professionals in the First Coast area.

Gulf Coast Chapter

Our next meeting will be at Alfano's Restaurant (1702 Clearwater-Largo Rd., Clearwater) on Wednesday, May 12, 2004, beginning at noon with lunch followed by our guest speaker, Steven Alexander, Public Financial Management, Inc., discussing GASB 40, Deposit and Investment Risk Disclosures (1 hour A&A CPE).

We are looking for committee members to help our Chapter plan topics for meetings, plan up to two one-day educational programs, and revise our bylaws. If you have ideas or suggestions on how we can improve our Chapter or you want to become a more active member, please contact Fred Dean at (727) 464-8301 or fdean@co.pinellas.fl.us.

We provide our meeting notice via e-mail. Inquiries about the Chapter's meeting, membership and education programs should be directed to Ron Harring at (727) 942-5612 or rharring@ci.tarpon-springs.fl.us.

Palm Beach Chapter

The Palm Beach County Chapter will hold its Annual Business Meeting on March 25, 2004, at the Hilton Palm Beach Airport. The topic will be "Leadership in Today's Environment." The speaker will be Leif J. Ahnell, CPA, CGFO, City Manager, City of Boca Raton.

Reminder: The membership cycle is April 1 - March 31 annually; this is in addition to the state level dues of \$20. The annual fee for the local chapter is \$15. Membership renewals were sent to current 2003 members. If you did not receive a registration form for 2004, please contact Michelle Quigley at (561) 791-4000.

South Florida Chapter

Our next meeting will be held on Thursday, April 22, 2004, at Tropical Acres Restaurant, 2500 Griffin Road, Dania Beach. We encourage all Chapter members to attend. This is our annual business meeting where we will vote in new Board members. We will also vote on by-law amendments, and discuss other Chapter issues.

The program is as follows:

- 6:00 p.m. - 6:30 p.m. – Networking
- 6:30 p.m. - 7:00 p.m. – Business Meeting
- 7:00 p.m. – Dinner

We hope you will attend our meetings to show your support for our organization, and to increase your knowledge. Our meetings are open to everyone. You *do not* have to be a Chapter member to attend our meetings. To make a reservation for a meeting, contact Russell Muniz at russell_muniz@davie-fl.gov or at (954) 797-1023. We appreciate the continuing support of current members and welcome new ones.

We are now providing meeting notices via e-mail to those members who supplied us with their e-mail addresses. If you are a member and

did not receive a notice of the meeting, if you are interested in being a Chapter member, or want to be on our mailing list, please contact Russell Muniz at russell_muniz@davie-fl.gov or at (954) 797-1023.

We are looking for committee members to help our organization plan topics for meetings, increase membership, and perhaps plan a full or half-day educational session. If you have ideas or suggestions on how we can improve our organization or if you want to become a more active member, please contact Carol Landau at clandau@lighthousepoint.com or (954) 943-6500.

Southwest Florida Chapter

Our last meeting was held on March 19, 2004, at the Olde Hickory Golf and Country Club in Fort Myers. Steve Alexander from Public Financial Management, Inc. spoke to us about investments.

The next meeting will be on June 18, 2004, at Ole Hickory. The meeting will begin with networking at 11:30 a.m., lunch at noon, and the educational seminar from 1:00 p.m. to 4:00 p.m. All FGFOA members are welcome to attend. If you would like a seminar registration form or information on Chapter membership, please contact James Lewin at lewinj@leegov.com or (239) 335-2336.

Treasure Coast Chapter

The Treasure Coast Chapter had its third meeting since incorporating. The business portion of the meeting was to elect officers for the next year. The Chapter elected to have the officers remain for the next year. Following the business portion of the meeting were various presentations from RBC Dain Rauscher on Internal Control Assessments, SWAPS 101, Municipal Debt and Banks, Refunding Municipal Bond Trends, Upgrading Your Bond Rating, and Financial Best Practices. The Treasure Coast Chapter membership has grown to 70 strong. They have outgrown their current meeting place, and will be looking for another site for the next meeting on May 14.

Position Announcements

ASSISTANT FINANCE DIRECTOR - Hernando County, Florida

Full-time, professional finance administration, accounting, reporting and managerial work associated with carrying out the Clerk's role as Chief Financial Officer to the County. Supervises and directs all pre-audit, accounts payable, payroll, accounts receivable, investments, purchasing, fixed assets and inventory activities of the Finance Dept. Performs the duties of Finance Director in his/her absence. Salary range: \$47,652 - \$79,414/DOQ. Requires: 4 yr degree in accounting; CPA; and 5 yrs progressive government finance and accounting experience including 3 or more yrs in management/supervisory capacity. Send letter of interest and detailed resume to: Hernando Co. Clerk of Circuit Court, Attn: Judy Korbus, 20 N Main St, Rm 131, Brooksville, FL 34601. Open until filled. For additional information call 352-540-6207. Visit our Web site, www.clerk.co.hernando.fl.us, to learn more about the Hernando County Clerk's Office.

FINANCE DIRECTOR - Daytona Beach Shores, FL

(Salary: D.O.Q./E) This "hands-on" senior management position will be responsible for overseeing all aspects of the Finance Department. A Bachelors degree in Accounting, Finance or Business Administration is required. Minimum of seven years experience with five years as supervisor. Must possess thorough knowledge of GAAP, GASB, fund accounting, budgeting, financial controls, investments, and accounting for utilities. Must have comprehensive experience with Excel, Word, and governmental accounting software. Familiarity with MUNIS accounting system a plus. Applications can be downloaded from the city's Web site www.dbshores.org under forms. Please send resume, application, and copy of degree(s) to: City Clerk, City of Daytona Beach Shores, 3050 S. Atlantic Avenue, Daytona Beach Shores, FL 32118. Applications accepted until April 20, 2004. DFW/EOE

**BUDGET DIRECTOR -
City of Ormond Beach**

The City of Ormond Beach, a coastal community in central Florida with a population 39,000, is seeking qualified applicants for the position of Budget Director to administer an overall budget of \$65.7 million including a general fund budget of \$24.8 million. This highly responsible professional position coordinates and monitors the budgetary and purchasing activities for the City on a year-round basis and oversees the City's purchasing activities through the supervision of a subordinate employee. The incumbent is responsible for planning and scheduling budget preparation, meeting with department directors regarding budget requests and assisting with the City Manager's budget presentation(s) to the City Commission. Qualified candidates should have knowledge of municipal governmental accounting, generally accepted accounting principles, and reporting requirements. A familiarity with the principles and practices of governmental purchasing administration is a plus. Minimum Qualifications: Bachelor's degree in accounting, finance or a closely related field supplemented by five (5) years progressively responsible experience in budget management and analysis. A comparable amount of training or experience may be substituted for the minimum qualifications. Salary Range: \$49,491 - \$84,266. Resumes should be directed to: Budget Director Recruitment, City of Ormond Beach, Human Resources Department, P.O. Box 277, Ormond Beach, Florida 32175-0277. This position will remain open until filled. Web site: <http://www.ormondbeach.org>. Minorities and women are encouraged to apply. E.O.E. M/F/Handicapped/Veteran Preference

**DIRECTOR OF FINANCE AND INFORMATION
TECHNOLOGY -
City of Lauderdale Lakes**

Salary \$66,500/year. Duties (Executive Level – Grade 60). The City of Lauderdale Lakes (population 32,000) located in central Broward County, FL, seeks an experienced Director of Finance and Information Technology to plan, organize and manage the daily operations of the City's finance functions. This "hands on" position will be responsible for a \$28 million annual budget and numerous functions, including budgeting, accounting, payroll, audit, treasury management, revenue and fixed assets, accounts payable, information technology, purchasing, grants management, cash, revenues, debt management, benefits and related tax processing and financial reporting such as the comprehensive annual financial report (CAFR). The incumbent will be responsible for continuing practices of accounting/financial policies and procedures to ensure that proper financial records are in place and in compliance with applicable laws. Requirements: Bachelor's degree in accounting, finance, or related field; CPA and Certified Government Finance Officer designations preferred; Min. five (5) years management experience in municipal or county finance; Thorough command of govt. finance; knowledge of policies, procedures, City codes, etc.; Effective oral, writing, planning, organizing and supervisory skills; Ability to coordinate the City's annual audit, CAFR and GASB. How To Apply: Please submit resume with a cover letter and application to the Department of Human Resources along with copies of required degrees and certifications, which must be attached to the application at the time of submission for consideration. Applications are available at City Hall and on the Web site. Individuals requiring special accommodations must contact the Department of Human Resources. The City of Lauderdale Lakes is an equal opportunity employer providing a drug free work place. Phone: (954) 535-2700.

**FINANCE DIRECTOR -
City of Winter Springs**

Salary Range: \$58,995 - \$85,543. Position responsible for directing and coordinating the activities of the Finance Department to include: all core accounting functions (accounts payable, payroll, fixed assets, general ledger, billing and collections), customer service, fiscal reporting and management analysis including CAFR and annual budget, pension administration, debt management and treasury functions including cash and investments. Requires undergraduate degree in accounting, business or financial management or a related field and three to five years experience as a local government finance director or assistant; however, comparable training, education or experience will be considered for substitution of requirements. CPA and CPFO or CGFO and graduate degree (MBA or MPA) desired. Apply to City of Winter Springs, Attn: Human Resource Coordinator, 1126 East S.R. 434, Winter Springs, Florida 32708 or fax to 407-327-4753. Open until filled.

**INTERNAL AUDITOR -
Clay County Sheriff's Office**

The Clay County Sheriff's Office is seeking a qualified individual to conduct financial and compliance, economy and efficiency, and performance and post audits of all programs and components of the Office of the Sheriff. The Sheriff's Internal Auditor will be responsible for evaluating and monitoring internal controls designed to assure the accomplishment of all program goals and objectives. The successful candidate will also provide the primary, direct interface between the Sheriff's Office and external auditors.

At the time of his or her appointment, the Sheriff's Internal Auditor must be a Certified Public Accountant holding an active license to practice public accountancy in the State of Florida, or shall be qualified by education and experience in governmental accounting, internal auditing practices and fiscal controls, and shall meet any other qualifications as may be established by the Sheriff. A minimum of 3 years government auditing experience is required, experience in auditing law enforcement programs is preferred.

The Sheriff's Internal Auditor will conduct audits as directed by the Sheriff and report audit results, and any recommendations as may be appropriate, directly to the Sheriff. The Internal Auditor is directly responsible to the Sheriff and shall have free and unrestricted access to all employees, officials, records, and reports of all components and programs within the Clay County Sheriff's Office.

Forward resume with salary requirements to: Clay County Sheriff's Office, P.O. Box 548, Green Cove Springs, FL 32043. Attn Major Hutcheson.

**INVESTMENT COORDINATOR -
Fort Lauderdale, FL**

Salary Range - \$46,754 - \$69,332 per year (doq). This is professional work in the financial management of County funds. Employees in this class are responsible for daily investment and cash management of \$50 million ensuring statutory, legal, safety, liquidity and yield objectives are attained. Position incumbent prepares daily cash forecasts, audits bank balances, and ensures the security of all transferred funds on a daily basis. The position incumbent works under general supervision and works autonomously in many circumstances. Work also includes preparing cash, revenue, and investment reports for management use. Performs related work as required. Requires graduation from an accredited four year college or university with major course work in finance or business administration and four years experience working in the cash management

field, which must have included experience in investments or any equivalent combination of training and experience. A solid background of financial and treasury management theory and knowledge with specific experience in investment of funds in a sophisticated market is highly desirable. Experience with the Bloomberg system is preferred.

Qualified applicants should submit a resume, to Broward County HRD Staffing Center, 115 S. Andrews Avenue, Annex B, Recruitment No. 1570, Ft. Lauderdale, FL 33301, Phone: 954-357-6444, FAX 954- 357-5537. For additional information visit www.broward.org/careers.

BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES.

**UTILITY FINANCE MANAGER -
City of Boca Raton**

\$41,161 - \$68,686 (Salary D.O.Q.)

The City of Boca Raton, located in southern Palm Beach County, is currently hiring for a Utility Finance Manager, to coordinate the preparation of complex financial billing reports for its Utility Services Department. The Utility Services Department provides water, wastewater, and reclaimed water services to over 150,000 customers in the Greater Boca Raton area. Chief duties of this position include the preparation and review of the Department's \$40 million dollar budget, monitoring revenue bond and grant expenditures, CIP, and coordination with the City's Financial Services Department on

a variety of issues pertaining to general utility account information. Supervision is exercised over several administrative staff.

Successful incumbents for this position must have a bachelor's degree in accounting, finance or related field, as well as a minimum of five (5) years experience in public utility and/or local government accounting, and two (2) years minimum supervisory experience over clerical and administrative staff.

Excellent benefits are provided, including competitive salary, medical, dental, and vision, paid leave, pension benefits, and more. Interested candidates should submit their resume to: City of Boca Raton, Human Resources, 201 W. Palmetto Park Road, Boca Raton, FL 33432; Fax: (561) 393-7908; www.ci.boca-raton.fl.us.

The FGFOA Newsletter is an official publication of the Florida Government Finance Officers Association, Inc., P.O. Box 10270, Tallahassee, FL 32302-2207; phone: (850) 222-9684; fax: (850) 222-3806; e-mail: agooch@flcities.com; www.fgfoa.org.

The information and opinions printed herein are obtained from sources believed to be reliable; however, the FGFOA makes no guarantee of accuracy. Opinions and recommendations are offered by individuals and do not represent official policy positions of the Florida Government Finance Officers Association, Inc.

Florida Government Finance Officers Association, Inc.
P.O. Box 10270
Tallahassee, FL 32302-2270

First Class
U.S. Postage
PAID
Permit #342
Tallahassee,
Florida