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# MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

# MnGFOA NEWSLETTER

February 2006

*Excellence and Leadership in Government Finance*

[www.mngfoa.org](http://www.mngfoa.org)

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## Message from the President

By Chris Miller

SpongeBob Squarepants. For the past few years now, I've occasionally reflected upon life through this cartoon character that quite frankly, defies categorization. A character that is equally fulfilled at work as he is at play; and seemingly makes no distinction between the two. In my own defense, I started watching this program upon the insistence of my kids. But admittedly, I've found myself continuing to watch 10 minutes after they've left the room.

I'm reminded that all of us reflect from time to time, on how to balance work and play, and like SpongeBob, even try to have fun at work. I still have my glass fish that was handed out a few years ago to everyone that attended that MnGFOA luncheon where we saw the FISH video. It sits right in front of my computer monitor – a daily reminder to keep things in balance.

Over the years, the MnGFOA has always strived to provide a balance of educational and networking opportunities to its members. Last month, the Education Committee conducted its first half-day training event under a new initiative designed to better meet the needs of our membership. The event focused on electronic payment systems and was attended by 45 members. Our speaker was Fred Laing, President of the Upper Midwest Automated Clearing House Association (UMACHA). Mr. Laing spoke about a variety of electronic payment methods and their praises and pitfalls. Based on the audience participation, it was clear that most, if not all, of those in attendance had already implemented one or more of these technologies. But it was clear from Mr. Laing's presentation that these technologies are still rapidly changing, and we all need to stay on our toes so to speak.

While 'location, location, location' may be a success factor to marketing efforts; the name of the game in electronic payment systems is 'authentication, authentication, authentication'. Like private retailers, governments must be diligent in ensuring that the person we're dealing with, is who they say they are, and as important, are truly paying with their own money. Mr. Laing also spoke about the latest e-based fraud trends including; identify theft, pharming, spoofing, and phishing, and how we can protect ourselves from these scams.

All in all, I think the training session and networking lunch provided a great balance to the day. I think SpongeBob would agree.

## February Meeting



Date: Wednesday, February 15, 2006  
Location: Minneapolis Sheraton 4 Points  
Topic: Economic Development Trends and Other Areas of Interest.  
Speaker: Bob Isaacson - Director, Analysis and Evaluation - MN Dept. of Employment and Economic Development  
Time: 11:30 a.m.  
Cost: \$15.00  
Meal: Soup & Sandwich – MN Wild Rice Soup and Turkey Sandwich

**Reservations:** You may leave your reservation with Larry Jacobson, City of Plymouth at 763-509-5320 or on our website at [www.mngfoa.org](http://www.mngfoa.org) by Thursday, February 9, 2006. (Vegetarian meal choice is available.)



## Speaker Bio...

Bob Isaacson is the Director of Analysis and Evaluation Office for the Minnesota Department of Employment and Economic Development. His office's products are nationally recognized and cover a wide-range of business, economic and market research topics including economic competitiveness, industry performance, tax burdens, export trends, and impact analyses.

Bob is a frequent speaker on business and economic topics, and is active in several organizations related to his work. He chairs a national economic development research group as well as an organization of Minnesota State Agency research directors. He also currently serves on a national board for ACCRA, the nation's largest economic development research organization and the Minnesota chapter's board for the National Association for Business Economics. Prior to joining the department, he was a program evaluator with the U.S. General Accounting Office in Chicago and an economic consultant with the U.S. House Agriculture Committee in Washington, D.C.

## 2006 Meeting Dates

### Monthly Meetings:

February 15	March 15
April 29(Quarterly Training)	No May Meeting
June 21	July 19
August 16	October 18
Nov. 15(Quarterly Training)	December 13

### Annual Conferences:

GFOA – Montreal, Canada	May 7-10
MnGFOA – Alexandria, MN	Sept. 20-22

## Upcoming Events

The Education Committee is pleased to announce that Peggy Moeller and Mark Gibbs from HLB Tautges Redpath, Ltd., will be conducting the annual Certificate Review session in conjunction with the March 2006 meeting scheduled for Wednesday, March 15, 2006. This is a popular session, but requires preparation and assistance. Peggy and Mark are collecting CAFR comments received from the GFOA for the 2004 Annual Financial Statements, which will be used as examples for this session. Please forward copies of your 2004 CAFR and GFOA comments to: Peggy Moeller HLB Tautges Redpath, Ltd. 4810 White Bear Parkway White Bear Lake, MN 55110 Thanks for your cooperation.

# Committee

## o Executive Committee Update

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At the January meeting, the following highlights took place:

- Approved minutes from December 9<sup>th</sup> meeting
- Approved check registers and treasurer's report for November and December.
- Awarded Internship grant to the City of Roseville for 2006.
- Selected a new Logo for the Organization (Details and a visual Example to Follow on the website and future newsletter)
- Reviewed 2006 Duties and "To-Do" List.
- Selected and formed an "Annual Conference Venue Task Force". This task force will look into all options for choosing a venue for the 2007 and beyond Annual Conference's.
- Began researching about compiling a historical account of the MnGFOA.

## JOB POSTINGS

### Account Clerk - City of Chanhassen

The City of Chanhassen is seeking applicants for the position of account clerk. This position is responsible for general accounting and coordinating the utility billing process, including preparing bills, posting receipts, and answering questions from customers. Also prepares accounts payable and provides general assistance to the finance department. Desired qualifications include advanced coursework in accounting, business administration, or public administration, as well as at least one year accounting experience. Starting pay range is \$18.00 - \$22.00 per hour with excellent benefits.

Application deadline is February 10, 2006. Send resume and application to Justin Miller, Assistant City Manager., P.O. Box 147, Chanhassen, MN, 55317. Job descriptions and applications are available at City Hall, on the City's website at [www.ci.chanhassen.mn.us](http://www.ci.chanhassen.mn.us) or by calling City Hall at (952) 227-1100.

## **Accountant - City of Robbinsdale**

The City of Robbinsdale is accepting applications for a full-time Accountant to carry out accounting functions. Duties include but are not limited to, administering payroll, assisting in the preparation of the annual financial report and budget, maintaining the general ledger, and special projects as assigned. A Bachelor's degree in Accounting or closely related field is required, plus two years of governmental accounting experience is preferred. Knowledge and experience in the use of computerized financial applications essential. 2006 salary range \$23.68 – \$31.46, depending upon qualifications. For complete application and job description, visit [www.robbinsdalemn.com/employ.asp](http://www.robbinsdalemn.com/employ.asp), or call 763-531-1255, or pick up at Robbinsdale City Hall, 4100 Lakeview Avenue North. Application deadline: Wednesday, February 8, 2006 at 4:00 p.m. EOE/ADA

## **Hennepin County Controller**

**\$69,780 to \$104,640**

Hennepin County is seeking a Controller to oversee financial accounting, payroll services, accounts payable and receivable, and financial reporting for the county as a whole. To be effective in this position you should have a college degree with emphasis in accounting, business administration or related field and a minimum of six years of accounting and financial management experience (including two years supervisory experience) with a large organization that demonstrates the ability to manage a large accounting system and to lead and develop staff.

To learn more about this position visit our website at [www.hennepin.us](http://www.hennepin.us)

PLEASE SUBMIT RESUME AND COVER LETTER  
BY February 17, 2006 TO:

HENNEPIN COUNTY HUMAN RESOURCES

ATTENTION : Ann Daly

A-400 GOVERNMENT CENTER  
300 SOUTH SIXTH STREET

MINNEAPOLIS, MN 55487-0040

Hennepin County recognizes that diversity enriches the workplace and encourages individuals with bilingual and/or bicultural skills/experience to apply for positions for which they meet the qualifications.

EOE/AA

## **Finance Director**

The City of Elk River seeks a dynamic individual to serve as Finance Director. The Finance Director is an integral member of the city's management team. The primary responsibility of this position is to direct the finance, liquor, and IT divisions. This position is responsible for operations of the city in the absence of the city administrator. Applicants should possess excellent management and leadership skills, a demonstrated ability to establish and maintain working relationships at all levels, and excellent communication skills. Knowledge of government accounting practices and general city administration is required.

Minimum Requirements: Bachelor's degree in public administration, accounting, finance, or business; seven years of increasingly responsible management experience in a related field; five years of supervisory experience. Preferred Experience: Five years of public sector experience in the management of a finance or administration department.

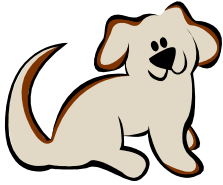
Please submit a resume and city application form to Human Resources, City of Elk River, 13065 Orono Parkway, Elk River, MN 55330. Call 763-635-1000 for an application and job description or go to [www.ci.elk-river.mn.us](http://www.ci.elk-river.mn.us). Applications accepted until 4:30 p.m. on February 13, 2006.

## **Congratulations**

Congratulations to Sue Watson on her new position with the City of Golden Valley. Sue has been an Accountant with the City of Robbinsdale since 1997. Sue will begin her new duties with Golden Valley in February. Best Wishes on your new position Sue!

Congratulations to Lori Johnson on becoming the City Administrator for the City of Elk River. She has been in her new position since October of last year. Best of Luck to Lori on her new position!

Greg Sticha  
City of Chanhassen  
7700 Market Blvd, PO Box 147  
Chanhassen, MN 55317



Happy  
Valentines  
♥ Day!

## General Articles

Anyone interested in providing feedback and information to assist the newly formed “Annual Conference Venue Task Force”, please contact Al Rolek or Tom Kelly. Your ideas and information are greatly valued and Tom and Al would appreciate any input to help them as they review many alternatives and ideas for places to hold our annual conference.

## Message from the Editor



As always, if you have any job openings, career moves, or any items of note, please forward them to me by the 20<sup>th</sup> of this month so I can put it in the next newsletter.

Thanks,  
Greg Sticha, City of Chanhassen  
7700 Market Blvd, PO Box 147  
Chanhassen, MN 55317  
952-227-1149  
[gsticha@ci.chanhassen.mn.us](mailto:gsticha@ci.chanhassen.mn.us)

# WASHINGTON COUNTY

## EMPLOYMENT OPPORTUNITY

### ACCOUNTING SUPERVISOR

**LOCATION:** Financial Services Department  
**SALARY RANGE:** \$53,166-\$69,085  
**HIRING RANGE:** \$53,166-\$69,085  
**HOURS/DAYS:** 8:30a.m. to 5:00p.m.; Monday through Friday. Work schedules (hours and days) are subject to change based on department needs.

**APPLICATION PROCESS:** The submission of a Washington County Application form and a supplemental application form is required for this vacancy. A resume is also requested. (Resumes are only used as a clarifier that job requirements have been met.)

**RESPONSIBILITIES:** This position is responsible for the supervision of overall countywide financial reporting with emphasis in general ledger accounting, social services programs financial reporting, and financial systems. The job description for this classification is on the reverse side.

**REQUIREMENTS:** Bachelor's Degree in Accounting, Business Administration, Economics or related field; and six years of progressively responsible financial experience. Progressively responsible experience will include managing organization-wide projects or tasks that required substantial accounting/financial, auditing and system skills. Two years of supervisory or four years of lead worker experience is required. Desirable experience includes: A.) Supervisory experience; B.) Human service and grant accounting; C.) General ledger and cost accounting; D.) Compiling and analyzing data for social service programs; E.) County financial systems and MN DHS; F.) JDEdwards or Oracle experience; G.) Reading/Interpreting MN statutes/bulletins; and H.) OMB Circular and CAFR.

The finalist for a position vacancy will be required to pass a criminal history investigation and a drug screening test at County expense prior to beginning employment with Washington County.

**ESSENTIAL FUNCTIONS:** The essential functions for this vacancy are #'s 1-7, 11; and 13-17 of the "Examples of Work" section on the attached job description.

**WORK ENVIRONMENT:** Work is sedentary in nature performed within the Government Center or satellite offices. Lifting requirement of 15 - 20 pounds on an occasional basis. Wrist and finger manipulation due to filing, compiling, calculating, or computer work. Equipment used may include, but is not limited to, computer, typewriter, calculator, telephone, copy and fax machine, and dictaphone. Additional physical/mental requirements that occur may not be listed above, but are inherent in performing the position's essential functions.

**SELECTION TECHNIQUE:** Finalists for the interview process will be determined after initial screening and assessment of relevant qualifications and experience. Applicants selected for the interview process will be contacted directly from the hiring department. .

- Persons interested in this position must submit the proper application documents listed above by **5:00 p.m.**

**February 3, 2006**

*TO*

**WASHINGTON COUNTY HUMAN RESOURCES DEPARTMENT, 14949 62nd ST N., P.O. BOX 6, STILLWATER MN 55082**  
**Phone (651) 430-6081, Fax (651) 430-6086, TDD (651) 430-6000**  
<http://www.co.washington.mn.us/>

- Resumes (when required) should not contain any personal data, i.e., date of birth, marital status, etc.
- County employees in this classification who are interested in a transfer should submit their request in writing to the Human Resources Department.
- If you are applying for Veterans' Preference Points, request a claim form by calling 651-430-6084 (24-hour Request Line). This form and supporting documentation must be submitted along with your application documents by the closing date noted above.
- If you need special assistance with any portion of the recruitment process due to a disability or language difficulty, please contact the Department of Human Resources.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**