



MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION

# MnGFOA NEWSLETTER

NOVEMBER 2011

*Excellence and Leadership in Government Finance*

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

## Message from the President

By: Ron Hedberg

At the October monthly meeting we heard from Jim Schowalter, Commissioner of Minnesota Management and Budget, on the Future of Aid to Cities and Counties. Jim shared some economic projections that showed the economy will not be growing enough to return state finances to what they were just a few years ago. In fact, he shared his opinion that the economy will not be growing enough in the near term for the State to avoid having to revisit the budget fix from this past summer. As we all recall, the solution that ended the government shutdown this past summer included a significant number of one-time fixes and without the growth in the economy the legislature will again be faced with significant budget deficits and we will be going through many of the same debates that we experienced this past summer.

Jim talked about adjusting to the “new normal” and how we all need to have new approaches to solving problems and achieving efficiencies where we can as well adapt to the new normal or maybe we should call it the new reality.

One of the questions of Jim was “what would you do if you were king for a day” and Jim’s response was that he would look for an honest discussion supported by data about the impacts of the reliance on state aids. If these predicted deficits are realized, I hope we all share Jim’s wish and that everyone involved can have that honest discussion as a structurally balanced and sustainable solution is hopefully explored.

Thank you to Jim for coming to our meeting and sharing his thoughts and it was interesting to hear him express the value of local government officials getting together to collaborate and share ideas, I couldn’t agree more with the value in that.

The October monthly meeting was held in conjunction with the Advanced Accounting training provided by the Education Committee. Based on the numbers of attendees and the variety of entities and positions of those in attendance I would say it was quite the success. Thanks to the Education Committee for putting together another successful series of training sessions.

Good luck to all as we “adjust to the new normal, again.”

### NOVEMBER FOOD DRIVE

Remember to bring non-perishable food items, cash or a check to the November MnGFOA luncheon meeting. Items will be collected and delivered to Second Harvest Heartland for distribution to needy families. See the last page of the newsletter for further information.

### ITEMS OF INTEREST IN THIS NEWSLETTER:

National GFOA Training Corner  
Job Announcements  
Job Changes and Retirements



# MONTHLY MEETING

## NOTE CHANGE OF START TIME – EXTENDED TRAINING SESSION

**DATE:** Wednesday, November 16, 2011  
**LOCATION:** Ramada Plaza, Minneapolis, MN  
**TOPIC:** How To Communicate Effectively To The Public, Council and Staff  
**SPEAKERS:** Donelle Hintermeister, Signature Training Solutions  
**TIME:** 10:00 am – Speaker  
 12:00 pm – Luncheon  
**LUNCH:** To Be Announced  
**COST:** \$15.00

**Topic: How To Communicate Effectively To The Public, Council and Staff:** Public speaking is one of the most common fears among adults. When presenting information to your councils and the public it is important to create a concise yet understandable message and present the message with confidence. This session will provide you with the right tools in your toolbox to deliver your message effectively to your intended audience. Come and learn tips on preparing and practicing your message as well as effective delivery mechanics through your words, voice and non-verbal communication. We will also touch on various tools you can use to deliver a professional presentation.

### Speaker Bio:

**Donelle Hintermeister:** Donelle Hintermeister has been a professional trainer since 1996. With her degrees in Mass Communication and Health, and practical experience as an employee and director, Donelle has worked with companies across Minnesota and the United States to help them succeed in this ever-changing business climate. In 2004, she started her own training company called *Signature Training Solutions* where she specializes in interpersonal communication training specifically in the areas of customer service, teambuilding, train the trainer and frontline leadership development. She is continuing her education working toward her Master's of Science in Education with a focus in Training and Performance Improvement. Donelle uses her interactive, enthusiastic training approach to share her passion for helping individuals and groups

improve their interpersonal communications skills. [www.signaturetrainingsolutions.com](http://www.signaturetrainingsolutions.com).

**Reservations:** It is preferred that you register on the MnGFOA website ([www.mngfoa.org](http://www.mngfoa.org)) – there is a link on the home page to register for the luncheon event. You can pay for the luncheon online also!! You could also send an email to Dan Jordet at [djordet@ci.brooklyn-center.mn.us](mailto:djordet@ci.brooklyn-center.mn.us) or leave him a voice mail at (763) 569-3345 **NO LATER THAN Friday, November 11, 2011**. Please remember to pre-register for the luncheon to provide that enough meals are ordered and tables set up for the meeting. Thank you for your cooperation.

## DECEMBER TOY DRIVE



Don't forget to bring new, unwrapped toys, a check, or cash to the December MnGFOA luncheon meeting. Items will be collected and then delivered by Santa Paul Steinman to Toys for Tots for distribution to needy families.

## January Curling Event



Take some time off to join us for the 4<sup>th</sup> Annual Curling Event at the St. Paul Curling Club on Friday, January 20, 2012 with room for up to 40 people. This is a great opportunity to try this sport and when you see it in the Winter Olympics you will have a better understanding of the sport and maybe even just get hooked and want to join a team . . . or even try out for the 2014 Olympics! Curling instruction will begin promptly at 12:15 pm and then we are free to enjoy the sport of curling from 1 – 3 pm. We must leave the St. Paul Curling Club by 3:30 pm. The cost of the event will be \$35.00 and is sponsored by the MnGFOA and hosted by the Social Committee.

**Important Notes:** Please bring and carry in clean shoes to wear on the ice (recommendation: tennis shoes). Dress for 40 degrees – including gloves or mittens.

**You must register and submit payment by January 6, 2012.** Please check the MnGFOA website for more information and to register. You can contact Tonya Kusmirek by email at [tlkusmirek@hotmail.com](mailto:tlkusmirek@hotmail.com). The St. Paul Curling Club is located at 470 Selby Avenue, St. Paul, MN 55102. For directions, go to the "About" tab on their website at [www.stpaulcurlingclub.org](http://www.stpaulcurlingclub.org).

# COMMITTEE

# ORNER

## Executive Committee Update

The Executive Committee with the general membership in attendance at the Annual Business meeting met on October 19<sup>th</sup> and took the following actions:

- Approved meeting minutes from August 2011.
- Heard updates from various committees.
- Discussed changing web site hosts and directed Technology Committee to review alternatives.
- Heard an update from President-Elect regarding the NAIOP presentation to the LMC Fiscal Futures Committee.

## CPFO TESTING – NOVEMBER 3, 2011

The City of Forest Lake will host the Fall Certified Public Finance Officer (CPFO) examination on Thursday, November 3, 2011 from 1:00 p.m. to 4:30 p.m. at the Forest Lake City Hall. A morning session is available on request. For further information about the examination, please see the GFOA website. For information about the test site, contact Ellen Paulseth, Finance Director, City of Forest Lake, 220 North Lake Street, Forest Lake, MN 55025, (651) 209-9725.

## October Accounting Sessions

The Education Committee would like to thank Dave Mol of HLB Tautges Redpath Ltd and Sue Iverson of the City of Arden Hills for their efforts to provide the various governmental accounting courses held in October. This year about 20 individuals attended the Beginning Governmental Accounting training in Marshall, which was the first time MnGFOA has hosted training in that area of the State. The Intermediate Governmental Accounting training had about 60 individuals in attendance between the locations in Hermantown and Mankato. Finally, in Roseville, about 45 individuals attended the Advanced Governmental Accounting. All training sessions were a big success judging from the seminar evaluation forms. It is anticipated that these sessions will again be offered in 2012. Training certifications for CPE's will be going out in November to those that participated. Again, a BIG THANKS to all that attended the sessions and to Sue and Dave for their efforts.



**NATIONAL GFOA  
TRAINING CORNER . . .**

## National GFOA On-line Training Opportunities

Train without the travel with GFOA's Internet Offerings – ALL courses take place from 1:00 to 3:00 pm (CT) and will earn you 2 CPE credits with your participation. The registration fee for most seminars is \$85.00 for Active/Associate GFOA Members and \$160 for Nonmembers. Upcoming training events include the following:

- Managing the Salary & Wage Budgeting Process – November 16

## Another Outstanding Student Conference!

The Fourteenth Annual Accounting & Auditing Student Conference held this past September was once again a great success. We had over 500 students pass through the doors this year.

The Conference provides students the opportunity to meet with over 50 exhibitors from across the region. Students also have the opportunity to attend breakout sessions throughout the day. These breakout sessions include interviewing and resume tips, Behind Closed Doors panels where students have the opportunity to ask questions of recent graduates, and a Career Paths panel where established professionals provide students with insight on how their careers have progressed.

During the Conference we collected over 120 resumes from students across the State. These are students who are looking for both internship opportunities and permanent positions. Student resumes have been uploaded to the website and are available for members to utilize. Please keep these students in mind for any future opportunities that may arise within your organizations. There are a few municipalities, just in the last year or two, have great success in hiring students who attended this conference for either internships or permanent positions.

Thanks goes to all the members that helped make this year's Conference a continued success. It's our members' enthusiasm and dedication that affords the MnGFOA the opportunity to showcase our sector of the financial field, and to open the eyes of students to the career possibilities that government can provide. Next year's conference is Tuesday, October 2<sup>nd</sup>, if you are interested in volunteering please contact Amy Selvig at [asevig@ci.bloomington.mn.us](mailto:asevig@ci.bloomington.mn.us) or Darin Nelson at [nelsond@ci.fridley.mn.us](mailto:nelsond@ci.fridley.mn.us).

## Job Changes/ Retirements

Ann Lanoue recently retired from her position as Finance Director for the City of Inver Grove Heights. Ann started with Inver Grove Heights in January 1996 and was promoted to Finance Director in December 2001. Prior to Inver Grove Heights, Ann had worked for 12 years for the City of South St. Paul. Ann extends her thanks to all of the MnGFOA members for their support and willingness to share with each other. Ann can be reached by email at [alanoue@comcast.net](mailto:alanoue@comcast.net).

## Job Announcements

### City of St. Anthony Employment Opportunity Finance Director

**Posted:** October 3, 2011

**Closing Date EXTENDED:** Nov. 10, 2011, 4:30 PM

**Department:** Finance

**Location:** St. Anthony Village City Hall, 3301 Silver Lake Road, St. Anthony, MN, 55418

**Status:** Full-Time, Exempt

**Overview:** The Finance Director is a key member of the City's leadership team; working closely with the City Manager, the City Council and fellow Department Heads. This position is responsible for compliance, completeness, accuracy, and timeliness of the City's financial, accounting and management data.

The position plans and directs all City financial functions to accurately account for all financial transactions and funds; manages financial assets to achieve optimal return and protection; provides financial planning and analysis to the City Manager and City Council, and administers all financial, accounting, budgeting, and risk management duties for the City of St. Anthony.

The ideal candidate will possess a thorough working knowledge of Minnesota local government finance, have an understanding of the Minnesota property tax system; as well as the assessment process, tax increment finance, tax abatement, municipal insurance issues and have extensive experience in using Microsoft Outlook, Excel, Word and Power Point.

Excellent oral and written communication skills are required, including the ability to organize and present financial and budgetary information to the City Manager, the City Council and members of the public.

**Minimum Qualifications:** This position requires a Bachelor's Degree in finance, accounting, business administration or a closely-related field, with five (5) years municipal experience in governmental accounting and finance; three (3) years continuous experience in supervising staff.

**Desired Qualifications:** Seven (7) years' experience in municipal government; a Master's degree in Finance or Accounting or Certified Public Accountant; and substantial experience as Finance Director in municipal operations.

**Compensation:** The City offers a competitive salary and benefits package, including:

- Paid holidays and personal leave.
- Medical, dental, life and LTD insurance.
- Deferred compensations plans.
- Continuing education and professional development
- Salary Range: \$84,000 - \$90,000, DOQ

**Applicant Information:** Obtain application and job description from the City of St. Anthony at 612-782-3301, or [www.ci.saint-anthony.mn.us](http://www.ci.saint-anthony.mn.us). Resumes and cover letters are required but may not be submitted in lieu of a completed application. Mail resume, cover letter and completed application to City of St. Anthony, Attn. Finance Director Position, 3301 Silver Lake Road, St. Anthony, MN 55418.

### City of St. Anthony Employment Opportunity Assistant Finance Director

Open Until Filled

The City of St. Anthony is seeking a full-time accounting professional who has experience in government accounting including payroll and municipal operations. This position performs various general ledger accounting functions, the balancing of accounts, tracking of fixed assets, journalizing transactions, generating computer reports and utilizing Microsoft Excel/Word and Power Point, the preparation of a bi-weekly payroll and serves as a back-up for the Finance Director position.

**Desired Qualifications:** 4-year accounting degree, 2-3 years City Government accounting experience, extensive excels, word and power point skills, 2 years payroll experience and the ability to work independently.

**Minimum Qualifications:** 2-year secondary degree and work experience in City Government that is equal to 5+ years work experience in accounting, bookkeeping or payroll with considerable training and/or experience in the operation of computers.

**Compensation:** The City offers a competitive benefits package, including:

- Pension benefits.
- Paid holidays and personal leave.
- Medical, dental, life and LTD insurance.
- Deferred compensations plans.
- Flex-Spending and Health Savings Plans.
- Continuing education and professional development.
- Salary Range: Open to discussion Depending on Qualifications and Experience.

**Applicant Information:** To obtain an application and complete job description from the City of St. Anthony call 612-782-3301, or visit the City's web-site at [www.ci.saint-anthony.mn.us](http://www.ci.saint-anthony.mn.us). Cover letters and resumes are required but may not be submitted in lieu of a completed application. Mail cover letter, resume and completed application to City of St. Anthony, Attn. Finance Director, 3301 Silver Lake Road, St. Anthony, MN 55418. The City of St. Anthony does not discriminate on the basis of race, gender or disability in the employment of its personnel.

### **City of Plymouth Employment Opportunity Accountant**

Job Title: Accountant  
Application Deadline: Nov. 7, 2011 at 4:00 pm  
Hiring Salary Range: \$56,261 - \$66,190  
Full Salary Range: \$56,261 - \$72,809

This position will provide professional and technical finance work to meet the division's objective; providing assistance to the Finance Manager to ensure accuracy, completeness, and timeliness of financial information.

Minimum Qualifications: Bachelor's degree in accounting or a related field. 2 years of progressively responsible accounting experience. 1 year of payroll processing experience. 1 year government accounting experience; which may include private sector experience related to public sector organizations or GFOA/GASB education. Desired Qualifications: 1 year CAFR experience and 1 year audit experience.

**MUST SUBMIT APPLICATION, SUPPLEMENT, AND RESUME FOR CONSIDERATION.** Apply on-line at [www.plymouthmn.gov](http://www.plymouthmn.gov).

### **City of Plymouth Employment Opportunity Payroll Clerk**

Job Title: Payroll Clerk  
Application Deadline: November 14, 2011 at 4:00 pm  
Hiring salary range: \$41,516 - \$48,859  
Full salary range: \$41,516 - \$53,747

The Payroll Clerk receives and processes all information related to payroll and maintains the integrity of the payroll system; assists with testing of the payroll system updates; and provides support to Accounts Payable function and performs all related tasks in this functional area for cross-training purposes. Excellent benefits package.

**MUST SUBMIT APPLICATION, SUPPLEMENT, AND RESUME FOR CONSIDERATION.** Apply on-line at [www.plymouthmn.gov](http://www.plymouthmn.gov). Job posting closes 11/14/2011 at 4:00 pm. An Equal Opportunity/Affirmative Action Employer.

### **2011 Important Dates**

**MONTHLY MEETINGS / EVENTS** (event times and locations could change so please check the website or the calendar in the monthly newsletters for updates):

- November 16, 2011 – Extended Monthly Luncheon Topic: How To Communicate Effectively To The Public, Council and Staff, Ramada Plaza Minneapolis
- November 16, 2011 – Annual Food Drive in conjunction with November Luncheon
- December 14, 2011 – Monthly Luncheon, Ramada Plaza Minneapolis
- December 14, 2011 – Annual Toys for Tots Collection in conjunction with December Luncheon



Jessie Hart  
White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110



## Message from the Editor

By: Jessie Hart

If you wish to share any items of interest with the members I look forward to receiving them. Send your job openings, ads, career moves, or other items of note to me by the 20<sup>th</sup> of each month and they will go in the next newsletter. Thanks!



### Contact information:

Jessie Hart, White Bear Township  
1281 Hammond Road  
White Bear Township, MN 55110  
[jessie.hart@ci.white-bear-township.mn.us](mailto:jessie.hart@ci.white-bear-township.mn.us)  
Phone: 651-747-2760  
Facsimile: 651-426-2258

## NOVEMBER FOOD DRIVE



Remember to bring non-perishable food items, cash, or a check to the November MnGFOA luncheon meeting. Items will be collected and delivered to Second Harvest Heartland for distribution to needy families. *If you wish to donate with a check, please make it payable to "Second Harvest Heartland."*

The most needed items are:

- Meats, fish and protein – canned tuna, ham or chicken, beef stew, chili, peanut butter, canned/dried beans
- Fruits and vegetables – 100% fruit juice, canned fruits and vegetables, instant potatoes, fruit preserves
- Complete meals – pasta & sauce, boxed meals, hearty soups
- Grains – cereal, rice
- Hygiene products – shampoo, deodorant, soap, diapers, toilet paper, feminine hygiene, toothpaste
- Cleaning supplies – laundry detergent, paper towels, kitchen and bathroom cleaners. No glass containers please.