

APPLICATION FOR APPOINTMENT TO COUNTY BOARDS/COMMISSIONS AND COMMITTEES

JAN 14 2020

NEVADA COUNTY BOARD OF SUPERVISORS

Instructions: You may fill out this application on-line by tabbing between fields. After you have completed the form, print the application by clicking on the Print button at the bottom of the page. Alternatively, you may print the blank form and fill it out by hand. You must sign and date the application. Attach any additional documents and mail to the address at the bottom of the page.

Name of Board/Commission/Committee as listed on announcement:

Adult and Family Services Commission

Filing Period (as listed on the announcement):

[Empty field]

Type of Member:

Low Income

Incumbent? Yes No

Name: Last

Radtke

First

Joel

Residence Address (Must be a resident of Nevada County)

Mailing Address, if different from residence

Address

[Redacted]

Address

[Empty field]

City

City

[Empty field]

State

[Empty field]

Zip Code

[Empty field]

Supervisorial District 1 through 5 (Available from Election Office, 265-1298)

Home Phone with area code

[Redacted]

Unlisted?

Email Address

[Redacted]

Work Phone with area code

[Redacted]

Extension

[Empty field]

Time(s) available to attend meetings (days, evenings, etc.)

Days or evenings.

Experience: A resume, or additional sheets, may be attached containing any information that would be helpful to the Board in evaluating your application.

Education/Employment Experience

Please see attached

Community Experience and Affiliations

Please see attached

Other County Boards, Commissions, or Committees on which you have served:

N/A

Other experience you feel would be helpful to the Board of Supervisors in making this appointment:

Please see attached

References: Please list two references with telephone numbers

Nancy Baglietto - [Redacted]

Kathey Mollet - [Redacted]

Applicants may be required by State Law and County Ordinance to file a financial disclosure statement as part of the appointment process. The form may be viewed at http://www.fppc.ca.gov. An Oath of Office will be required upon appointment.

I have reviewed the Financial Disclosure Statement requirement:

JKR Initial

Signature

[Handwritten signature]

Date

11/29/19 V14/20

Applications must be filed with: Clerk of the Board of Supervisors, County of Nevada, 950 Maidu Ave., Nevada City CA 95959-8617. This application is a public document.

Print Form

Joel K. Radtke

Objective

To obtain a full time position that utilizes my accounting, management, organizational, problem solving and communication skills as well as enabling me to make a positive contribution to growing your company.

Skills and Achievements

Accounting/HR Skills:

- Managed and trained staff to perform bank reconciliations for six companies with ten checking accounts, three money market accounts and five Lines of Credit.
- Managed and trained staff to perform credit card reconciliation for thirty credit cards weekly, and also (for another company) ten credit cards daily.
- Extensive AR skills with multiple companies, even completing and creating a reconciliation process for The Disability Group, Inc., a company that had never reconciled its Accounts Receivable (over four years of data). Completed in one month.
- Extensive AP experience maintaining and paying bills for ten companies simultaneously.
- Inventorying experience with QuickBooks Revel POS system.
- Developed and implemented Payroll journals for three companies and processed payroll via QuickBooks Enterprise and Paychex.
- Vast reporting and analytical skills including; Balance Sheets, financial statements, Profit & Loss and an array of customized reporting.
- Tax preparation for several companies; 1099s for over 100 vendors, end of the year closing, personal taxes and investigated/organized hundreds of accounts (full Chart of Accounts for multiple companies).
- Managed an HR department responsible for 300 employees across six companies in two states.
- Excellent at processing math in all forms.

Marketing Skills:

- Designed, developed and implemented successful online/offline marketing and sales campaigns, fund raisers, employee incentive programs and contests.
- Designed successful new advertising strategies to target new demographics.
- Utilized demographic information and travel statistics to formulate more effective advertising, copy and selected more effective ad placements to convert more sales.

Communication Skills:

- Negotiated terms and pricing for several contracts and Lines of Credit.
- Maintained over 90+ vendor relationships fostering discounts and better rates.
- Promoted products and services; generated leads and initiated sales.
- Established and improved client communications; maintained successful ongoing relationships.
- Addressed elevated customer inquiries; interpreted and delivered information; proposed suggestions; provided guidance; identified, investigated and negotiated conflicts.
- Conducted customer surveys and analyzed results.
- Coordinated, planned and contributed at hundreds of special events.
- Served as company representative and liaison for multiple companies both in person and via telephone/email.

Business Administrative and Management Skills:

- Interviewed/hired, trained, coached, supervised and evaluated accounting, HR, marketing, customer service, reception and sales staff for six companies and personal business.
- Employee terminations.
- POS Management, installation, maintenance and training.
- Planned budgets for various programs internal and external.
- Negotiated with hotels, cruise-lines and vendors resulting in lower contract prices and a minimum of a 10% reduction in operational expenses for a multi-million dollar company.
- Formulated initial budget estimates, quarterly and yearly budget projections.
- Proficient in QuickBooks Enterprise, QuickBooks Online, Microsoft Word, Excel, PowerPoint, Adobe Photoshop and all internet functions.
- Implemented new policies to streamline and/or automate processes including; data entry, reconciliations, journal entries, credit card reconciliations and training.
- Extensive Help Desk and IT experience for multiple companies (a 24/7 job) up to and including; building new computers, trouble shooting networks, phone systems, internet issues, POS systems, software investigation, security cameras/systems and more.

Writing Skills:

- Able to write creative copy for websites, online ads, brochures and other direct mail projects.
- Produced variety of business materials, including: letters, reports, proposals, spreadsheets and functional specifications.
- Formulated employee policy manuals, Company Systems and Procedures, job descriptions and job postings.
- Created contract, legal and accounting templates.
- Managed creative development and traffic.

Employment

From the Moon, LLC

Co-Owner, 10/2015 – Present

Legal filings.

Construction.

POS.

Daily cash handling and processing.

Remodeling.

AR/AP.

Inventorying.

Marketing/Promotion.

Taxes.

Customer Service and Sales.

Purchasing and set up.

Everything to establish and run a brick and mortar business.

Mela Accounting, Inc

Part time Small Business Consultant, 3/2019 - 7/2019

Bank & credit card reconciliations.

Payroll journals.

Tax preparation and year end closing.

Pacific Homeworks, Inc.

Controller, 3/2011 – 9/2015

Maintained accounting files and preformed all functions below for six companies simultaneously.

Moved all companies from pen and paper to an all digital process.

Bank Reconciliations.

Credit Card Reconciliations.

Accounts Receivable.

Accounts Payable.

Contract reviews.

Inventory.

Payroll.

Financial Statements.

Vendor/Customer/Employee inquiries and escalations.

Industry Reporting.

Reporting for Taxes.

1099 Preparation.

Development of Policies and Procedures.

Trained/hired all accounting, HR and majority of other staff.

Streamlined processes for all departments and employees greatly increasing overall efficiency.

IT/Help Desk.

Forklift operator.

Quality Assurance.

Legal/Contract document generation.

Disability Group, Inc.

Assistant Controller, 12/2008 – 2/2011

Bank reconciliations.

1099s.

AR/AP, all facets.

Processed and cut 10 – 50 checks daily.

Financial Analysis and reporting.

Credit Cards reconciliations.

Trained and managed a team of five for Collections.

Daily interaction with Company owner and Presidents.

Spark Networks, Inc. (JDate.com)

Travel and Events Manager, 11/2003 – 11/2008

Direct marketing, viral marketing and advertising.

Customer Service.

IT/Help Desk.

Product/Project management.

Financial planning.

Hiring of staff.

Accounting and reporting.

Design and implementation of customer sales and service for prepackaged tours and cruises.

Managed and created incentive plan for a sales force of 30 customer service representatives.

Education

Accounting courses on college level completed.

Additional Information

- Able to move a company from pen and paper to all digital systems.
- Small business owner.
- Able to create new processes to complete tasks more quickly and efficiently company wide.
- Managed, marketed and staffed 23 travel programs; interacting with approx. 5,000 customers face to face, 2003 – 2005.
- Spent a year and a half teaching myself to make rings (jewelry), then designed and created a ring to propose to my girlfriend.
- Conceptualized and implemented over 100 events across the US, Canada, Europe, the Caribbean, Mexico and Israel; interacting with approx. 10,000 customers face to face.
- Selected as student ambassador to the United Kingdom and Ireland, 1998
- Continuously offer time and services to community and charitable organizations, employer sponsored committees and school events/activities.
- Believe in creating a very productive but fun work place through streamlined processes and procedures while fostering a strong team environment with daily meetings and weekly group lunches.
- Able to build computers from scratch and spare parts for 20+ years.

References

Mela Emam	- Owner/CEO Mela Accounting, Inc
Azy Esmailzadeh	- Co-Owner, From the Moon, LLC
Sameer Kahn	- Owner, iColor Printing
Jobert Paz	- Dir. of Operations, Pacific Homeworks, Inc.
Patrick Ryan	- Vice President, Disability Group, Inc.
Alwin Scott	- Travel and Events Director, Spark Networks

