

APPLICATION FOR APPOINTMENT TO  
**COUNTY BOARDS, COMMISSIONS AND COMMITTEES**

Submit Date: Apr 11, 2023

**Instructions**

You may fill out this application on-line by tabbing between fields and selecting the green Submit at the bottom once complete.

If you prefer to submit a paper application you can select the Print button at the bottom of the page. Printed applications require an original signature and date noted. Any additional documents will need to be attached and then mailed to the address at the bottom of the form.

Must be a resident of Nevada County to apply.

**Profile**

**Which Boards would you like to apply for?**

Penn Valley Area Municipal Advisory Council: Appointed

Question applies to multiple boards

**Confirm your desired member position:**

Penn Valley Area Municipal Advisory Council Member

**Incumbent?**

☐ Yes ☒ No

Shauneen

First Name

Deschaine

Last Name

Home Address

Suite or Apt

Rough and Ready

City

CA

State

95975

Postal Code

**Mailing Address (if different from residence)**

**Business Address (Optional)**

16722 Hillaire Rd

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

☒ District 4

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

Evenings Mon- Fri. Anytime on the weekends.

Shauneen Deschaine

[Redacted]

Email Address

**Business Email Address**

[Redacted]

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

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**Interests & Experiences**

**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

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**EDUCATION:** Western Governor's University • Bachelor of Science in Business Administration Management  
Sierra College • Associate of Science with Honors in Business Administration • Associate of Science with Honors in Accounting • Associate of Science with Honors in Social and Behavioral Sciences

**EXPERIENCE:** (February 2023- Current) County of Nevada- County Executive Office Management Analyst • Serve as a liaison to County departments, assisting assigned departments in the preparation of budgets, working with the department staff to prepare the budget documents, advising staff on areas of emphasis, and supporting departments in the development of the presentation and its justification of proposed budget • HR rep for the office. Responsible for ensuring that all performance reviews, pay adjustments, and job requisitions are entered into the system for CEO staff and Department Directors • Intern Coordinator and supervisor of two high school interns • Enter in Accounts Payable batches and create new requisitions and encumbrances for new or roll-over contracts. Responsible for creating and entering in advanced large journal entries to process bill backs to other County departments for various fees and services • Process contracts for CEO office vendors and provide administrative and fiscal support for contract grantees • Process travel and expense claims for CEO office staff and process monthly credit card reconciliations • Responsible for the monthly management and tracking of the CEO and Risk management office budgets • Prepare agreements, contracts, financial spreadsheets, correspondence, reports, charts, graphs and presentations, and maintain documentation and records, and represent the County Executive Office or assigned departments at designated meetings, workshops, and/or task forces as necessary (July 2022- February 2023) County of Nevada- County Executive Office Administrative Analyst • Manage daily executive scheduling and meeting set-up for CEO Executives • Assist in the planning and execution of all county-wide multi-day training sessions and meetings • HR rep for the office. Responsible for ensuring that all performance reviews, pay adjustments, and job requisitions are entered into the system for CEO staff and Department Directors • Enter in Accounts Payable batches and create new requisitions and encumbrances for new or roll-over contracts • Process contracts for CEO office vendors and provide administrative and fiscal support for contract grantees • Manage office technology including ordering and maintenance of all computers and cell phones, and managing network connections • Process travel and expense claims for CEO office staff and process monthly credit card reconciliations • Responsible for the monthly management and tracking of the CEO and Risk management office budgets (April 2021- Current) Law Office of Joseph J. Bell Finance Manager/ Bookkeeper • Utilize QuickBooks to manage the entire financial operations for the law firm. • Perform all of the Accounts Receivable functions, including depositing checks and cash into the bank account, recording transactions into QuickBooks, and transferring funds from one account to another. • Perform all of the Accounts Payable functions, including paying bills in a timely manner utilizing online bill pay or by issuing checks, vendor management, and annual 1099 reporting. • Responsible for completing the bank statements and credit card reconciliations, and for creating customer invoices to ensure that receivables are collected in a timely manner. • Manage the bi-monthly payroll process and prepare the monthly and quarterly payroll tax returns. • Provide owner with P&L statements and management reports on a monthly basis (December 2015 – July 2022) County of Nevada- Treasurer/ Tax Collector's Office Treasury Accountant • Managed all deposits recorded in the county treasury • Input and confirmed new investment purchases, maturities, and calls, and process daily investment interest payments • Reconciled all checking, savings, and investment accounts owned by Nevada County (average daily balance between \$280 - 350 million dollars) daily • Reconciled and balanced all issued warrants and ACH items daily • Processed warrant and ACH exception items • Processed stop-payment requests • Balanced all Treasury cash and checks and create, verify, and uploaded check files to the bank • Reconciled the monthly bank statements for all Nevada County accounts • Worked closely with the Treasurer-Tax Collector to update and reconcile the cash flow spreadsheet monthly • Worked closely with the Assistant Treasurer-Tax Collector to create, modify, and submit the annual Treasurer-Tax Collector department budget • Worked closely with the CEO's office as an Interim Budget Analyst to review and analyze various departmental budgets that were submitted during the 22/23 budget season • Assisted internal and external auditors by preparing and providing documentation for the Treasury's quarterly and annual audits

## Community Experience and Affiliations

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I was the Board Treasurer for the Rudiger Foundation from February 2019- December 2022, and the Finance Committee Chair March 2022- December 2022. My duties as Treasurer included accounts payable, accounts receivable, QuickBooks online reconciliation and reporting, cash management, donation tracking on Excel, donor tracking using DonorSnap software, and other miscellaneous bookkeeping duties. I also created and updated the monthly budget and cash flow analysis for the Rudiger Foundation's accounts. From 2019 to 2022, I also assisted in the planning, implementation and management of the annual fundraising event for the Rudiger Foundation. I oversaw and supervised the volunteers who worked at the event during the live and silent auction and at check out. I currently serve as the Board Vice President as of January 2023. The Rudiger Foundation is a 501c3 non-profit that provides acquisition funds and any additional resources needed to sustain five K9 officers in Nevada County, CA. I am the current Board Treasurer for the Penn Valley Fire Department Auxiliary as of July 2022. My duties as Treasurer included accounts payable, accounts receivable, monthly sales tax reconciliation, reporting and payment to CDTFA, cash management, and other miscellaneous bookkeeping duties. The Penn Valley Fire Department Auxiliary is a 501c3 non-profit that operates a Thrift Shop behind one of the fire stations in Penn Valley, CA. The thrift shop is run by unpaid volunteers with 100% of the proceeds going to support the Penn Valley Fire Department in purchasing fire equipment and fire engines.

**List any other County boards, commissions, or committees on which you have served:**

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N/A

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

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I received the Certified California Municipal Treasurer designation in April 2018 from The California Municipal Treasurer's Association.

**References: Please list two references with telephone numbers**

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[S. Deschaine\\_UPDATED\\_Resume\\_2\\_.pdf](#)

Upload a Resume

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Additional Attachments

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## Agreement

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.

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☒ I Agree

Shauneen Deschaine

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.

**Document-16360 Rev 1/2008**

**Shauneen J. Deschaine**

[REDACTED]  
Rough and Ready, CA 95975

Phone: [REDACTED]  
[REDACTED]

**PROFILE:**

A dedicated, hard worker with the ability to work independently as well as with a team to attain company objectives ~ An individual willing to make the tough decisions and take responsibility for outcomes ~ A leader with excellent interpersonal and communication skills

**EXPERIENCE:**

**(February 2023- Current)**

**Nevada City, CA**

**County of Nevada- County Executive Office  
Management Analyst**

- Serve as a liaison to County departments, assisting assigned departments in the preparation of budgets, working with the department staff to prepare the budget documents, advising staff on areas of emphasis, and supporting departments in the development of the presentation and its justification of proposed budget
- HR rep for the office. Responsible for ensuring that all performance reviews, pay adjustments, and job requisitions are entered into the system for CEO staff and Department Directors
- Intern Coordinator and supervisor of two high school interns
- Enter in Accounts Payable batches and create new requisitions and encumbrances for new or roll-over contracts. Responsible for creating and entering in advanced large journal entries to process bill backs to other County departments for various fees and services
- Process contracts for CEO office vendors and provide administrative and fiscal support for contract grantees
- Process travel and expense claims for CEO office staff and process monthly credit card reconciliations
- Responsible for the monthly management and tracking of the CEO and Risk management office budgets
- Prepare agreements, contracts, financial spreadsheets, correspondence, reports, charts, graphs and presentations, and maintain documentation and records, and represent the County Executive Office or assigned departments at designated meetings, workshops, and/or task forces as necessary

**(July 2022- February 2023)**

**Nevada City, CA**

**County of Nevada- County Executive Office  
Administrative Analyst**

- Manage daily executive scheduling and meeting set-up for CEO Executives
- Assist in the planning and execution of all county-wide multi-day training sessions and meetings
- HR rep for the office. Responsible for ensuring that all performance reviews, pay adjustments, and job requisitions are entered into the system for CEO staff and Department Directors
- Enter in Accounts Payable batches and create new requisitions and encumbrances for new or roll-over contracts
- Process contracts for CEO office vendors and provide administrative and fiscal support for contract grantees
- Manage office technology including ordering and maintenance of all computers and cell phones, and managing network connections
- Process travel and expense claims for CEO office staff and process monthly credit card reconciliations
- Responsible for the monthly management and tracking of the CEO and Risk management office budgets

**(April 2021- Current)**

**Grass Valley, CA**

**Law Office of Joseph J. Bell  
Finance Manager/ Bookkeeper**

- Utilize QuickBooks to manage the entire financial operations for the law firm.

- Perform all of the Accounts Receivable functions, including depositing checks and cash into the bank account, recording transactions into QuickBooks, and transferring funds from one account to another.
- Perform all of the Accounts Payable functions, including paying bills in a timely manner utilizing online bill pay or by issuing checks, vendor management, and annual 1099 reporting.
- Responsible for completing the bank statements and credit card reconciliations, and for creating customer invoices to ensure that receivables are collected in a timely manner.
- Manage the bi-monthly payroll process and prepare the monthly and quarterly payroll tax returns.
- Provide owner with P&L statements and management reports on a monthly basis

**(December 2015 – July 2022)**

**County of Nevada- Treasurer/ Tax Collector's Office**

**Nevada City, CA**

**Treasury Accountant**

- Managed all deposits recorded in the county treasury
- Input and confirmed new investment purchases, maturities, and calls, and process daily investment interest payments
- Reconciled all checking, savings, and investment accounts owned by Nevada County (average daily balance between \$280 - 350 million dollars) daily
- Reconciled and balanced all issued warrants and ACH items daily
- Processed warrant and ACH exception items
- Processed stop-payment requests
- Balanced all Treasury cash and checks and create, verify, and uploaded check files to the bank
- Reconciled the monthly bank statements for all Nevada County accounts
- Worked closely with the Treasurer-Tax Collector to update and reconcile the cash flow spreadsheet monthly
- Worked closely with the Assistant Treasurer-Tax Collector to create, modify, and submit the annual Treasurer-Tax Collector department budget
- Worked closely with the CEO's office as an Interim Budget Analyst to review and analyze various departmental budgets that were submitted during the 22/23 budget season
- Assisted internal and external auditors by preparing and providing documentation for the Treasury's quarterly and annual audits

**(May 2012- December 2015)**

**County of Nevada- Treasurer/ Tax Collector's Office**

**Accounting Assistant II**

- Processed tax payments daily, including secured, unsecured, and supplemental taxes
- Paid in treasury deposits from county departments and outside districts
- Balanced the Tax Collector's check over short, and cash over/short general ledger accounts monthly

**(September 2011- May 2012)**

**Tri Counties Bank**

**Grass Valley, CA**

**Administrative Assistant**

- Completed daily branch sales reports for the regional manager
- Prepared and modified documents including correspondence, reports, drafts, memos, and emails
- Scheduled and coordinated meetings, appointments, and travel arrangements for the regional manager
- Created bank-wide employee evaluation forms on Microsoft Word

**(October 2006- September 2011)**

**Citizens Bank of Northern California**

**Nevada City, CA**

**Accounting Specialist**

- Processed and assisted customers and branches with domestic and international wire transfers
- Processed ACH returns and provided banking centers with support on research issues
- Processed branch cash orders and shipments via FedLine and resolved branch cash discrepancies
- Performed monthly certifications for multiple general ledger accounts

- Prepared and sent the Local Agency reports to the Department of Financial Institutions
- Supervised the Accounts Payable employee. Continually reviewed her performance and recommended improvements as needed. Provided back-up in A/P and would process all accounts payable invoices, add new vendors, and create the weekly A/P check run in the employee's absence.
- Processed CDARS orders and created new CDARS customer account profiles
- Updated the bank's deposit and loan rates
- Assisted internal audit department by preparing and providing documentation needed to show compliance with current banking regulations
- Processed payroll weekly using ADP PayeXpert for approx. 90 employees, and assisted with Human Resources issues

## **EDUCATION:**

### **Western Governor's University**

- Bachelor of Science in Business Administration Management

### **Sierra College**

- Associate of Science with Honors in Business Administration
- Associate of Science with Honors in Accounting
- Associate of Science with Honors in Social and Behavioral Sciences
- Payroll Skills Certificate

## **COMMUNITY SERVICE:**

**(February 2019- Current)**

### **The Rudiger Foundation**

**Grass Valley, CA**

#### **Board Treasurer, Finance Committee chair**

- Duties include accounts payable, accounts receivable, QuickBooks online reconciliation and reporting, cash management, cash flow analysis, donation tracking on Excel, donor tracking using DonorSnap software, and other miscellaneous bookkeeping duties

## **CERTIFICATES:**

### **California Municipal Treasurer's Association**

**April 2018**

- Awarded the Certified California Municipal Treasurer designation

### **Fixed Income Academy**

**March 2018**

- Awarded the Certified Fixed Income Practitioner designation

## **PROFESSIONAL MEMBERSHIPS:**

- **Government Finance Officers Association** **October 2018- Current**
- **CFA Institute** **July 2016 - Current**
- **California Municipal Treasurer's Association** **April 2015 – Current**

## **COMPUTER SKILLS:**

Proficient in Microsoft Office Suite, Google Docs, Google Drive, Ten key, ADP EzLabor, ADP PayeXpert, Tracker Investment Software, Legistar, RTL First, FinancePlus, Firm Central, QuickBooks, DonorSnap

## **REFERENCES AVAILABLE UPON REQUEST**