

DAHLE M. BULOSAN, CPA, MBA

OBJECTIVE

My passion is to serve the City of Huntington Beach citizens and employees by ensuring the fiscal health of the organization through my extensive municipal finance experience, leadership, and team-oriented approach.

SUMMARY OF QUALIFICATIONS

- Over 20 years of progressive finance experience including over 13 years of municipal finance experience. Possess strong leadership, presentation, technical, analytical, and team-building skills.
- Currently serving as the Acting Chief Financial Officer for the City of Huntington Beach.
- Active member of Governmental Finance Officers Association and California Municipal Finance Officers Association. Possess a Certified Public Accountant License.
- Proficient computer skills – JD Edwards Enterprise Financial System, Hubble Financial Reporting Software, Advanced Excel User.
- Excellent written, verbal, and interpersonal skills having dealt with council members, commissioners, department heads and analysts, board of directors for various business improvement districts, inter-departmental management and staff, immediate peers, attorneys, bankers, and consultants. Exceptional analytical, organizational, and supervisory skills. Self-motivated: able to set and meet deadlines independently and efficiently.

Education

University of Hawaii at Manoa – Bachelor's in Business Administration – Major: **Accounting** May 1998

California State University of Long Beach – Master's in Business Administration – **Finance** emphasis May 2007

Phi Delta Gamma National Graduate Honor Society Member

PROFESSIONAL EXPERIENCE

*City of Huntington Beach
Huntington Beach, California*

Acting Chief Financial Officer

September 2006 – Present

- Quickly progressed in the Finance Department over the last thirteen years due to proven leadership, communication, and technical skills. Positions held include the following: Senior Accountant (September 2006 – July 2007), Acting Principal Accountant (July 2007 – January 2008), Acting Senior Administrative Analyst (January 2008 – July 2008), Senior Administrative Analyst (July 2008 - April 2011), Acting Budget Manager (April – October 2011), Acting Accounting Manager (October 2011 – January 2012), Accounting Manager (January 2012 – November 2014), Finance Manager – Accounting (November 2014 – October 2019), Acting Chief Financial Officer (October 2019 – Present)
- Lead a team of up to 41 employees. Team members performed accounting, budget, payroll, purchasing, municipal services, business license, cashiering, accounts receivable, and accounts payable functions.
- Instituted a strong team-oriented environment as Acting Chief Financial Officer through weekly email updates to team members to promote transparency; creation of an Encouragement Team to plan monthly celebrations and activities to foster a positive work culture; and emphasis of a servant and lead by example mindset with the Finance Department Leadership Team.
- Hosted the first Huntington Beach Budget Process Roundtable to promote communication and collaboration with Citywide Departments and to improve the budget development process. Based on feedback received, 10 ideas discussed during the Roundtable will be implemented during the FY 20/21 budget development process.

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PROFESSIONAL EXPERIENCE (continued)

- Assist in the development of the City budget and ensure budgetary compliance by departments. The City of Huntington Beach is a full service City with Public Safety and Fire with \$381 million All Funds and \$232 million General Fund budget.
- Prepared the Comprehensive Annual Financial Report, Popular Annual Financial Report, State Controller's Reports, and other required reports for the City.
- Participated as an integral Finance Team member involved in the issuance of the Lease Revenue Bond for the construction of the City's new state of the art Senior Center and refunding of Community Facilities District and Lease Revenue Bonds.
- Pioneered the establishment of an audit function within the Finance Department to increase compliance by concessionaires and hotels to increase revenues in the City.
- Managed all aspects of the City's Accounting Function including the year-end audit. Presented year-end audit and financial results to City Council and the Finance Commission.
- Championed the successful upgrade of the City's ERP Software, JD Edwards, as the Finance Department Lead for less than half of the initial cost projected.
- Finance Department Lead for the implementation of the City's Financial Reporting Software, Hubble.
- Significant contributor to the City's prior Long Term Financial Plan. Currently in the process of leading the development of the City's current Long Term Financial Plan.
- Primary Liaison of the Citizen's Infrastructure Advisory Committee for the City's Charter required Infrastructure funding. Present annual results to the Committee.
- Managed the Citywide Master Fee and Charges and presented recommended changes to City Council and the Finance Commission.
- Implemented policies and processes to address SB998 requirements for water service.
- Currently overseeing the process to issue potential Pension Obligation Bonds to address the current and ongoing CalPERS unfunded accrued pension liabilities. Also overseeing the development of a comprehensive Unfunded Pension liabilities policy to address future potential unfunded liabilities.

*Retirement Housing Foundation
Long Beach, California*

Accounting Supervisor

May 2004 – September 2006

- Promoted from a Senior Accountant to Accounting Supervisor after a year of service at Retirement Housing Foundation. Responsibilities included over fifty affordable housing facilities across the United States (including Housing and Urban Development (HUD) Subsidized Properties and Tax Credit Facilities) with revenues of \$10 million annually.
- Lead the testing and implementation of a new Accounting Package (Great Plains – Accounting Software and Management Plus – Accounts Receivable Software) within the Affordable Housing Department. Developed policies and procedures for the new Software for both the Accounting Staff and On-site Facility Managers.
- Supervised a staff of three Senior Accountants and one Staff Accountant. Responsible for reviewing and approving the work of the staff for final mailing of monthly financial statements. Involved in the interview, screening and hiring process within the department.
- Prepared monthly financial statements and quarterly reporting packages to lenders and investors for more complex facilities, including tax credit facilities and development facilities. Responsible for addressing non-routine transactions for various facilities.
- Researched significant budget to actual differences and provided periodic reporting to management.

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PROFESSIONAL EXPERIENCE (continued)

Welch & Co. Accountancy Corporation
Torrance, California

Senior Accountant

December 2003- April 2004

- Independently managed a majority of the audit and review engagements for Welch & Co.
- Initiative taken in marketing efforts to increase client base. Successfully obtained new client for the firm in duration of employment.
- Addressed all technology and information systems issues within the office.
- Proposed and incorporated new accounting software (Creative Solutions Trial Balance) within the firm to create added efficiencies to engagements.

Los Angeles International Church of Christ
Los Angeles, California

Accounting Manager

June 2001 – December 2003

- Managed monthly financial closing and reporting cycles for Los Angeles International Church of Christ (LAICC) a non-profit organization with revenues of over \$30 million annually.
- Reviewed the monthly financials and supporting work papers generated by two accountants responsible for the reporting of subsidiary entities (Regions).
- Maintained internal controls and auditability of organization. Acted as the primary liaison for auditors for LAICC and also coordinated audits for affiliated entities which included the International Churches of Christ (ICC), Kingdom News Network (KNN), Northern Federation World Sector (NFWS), and Middle East World Sector (MEWS).
- Supervised accounts payable staff of two, and provided support for payroll department and affiliated entities accounting department. Managed the preparation of W-2's and 1099's for LAICC and for affiliated entities.
- Completed special projects as directed by the Chief Financial Officer including managing a bank conversion, providing financial accountability for special events, and assisting in the preparation of quarterly and annual reports for scheduled board meetings.

Squar, Milner, Reehl, & Williamson LLP
Newport Beach, California

Staff Accountant

July 2000 - June 2001

- Planned, budgeted, and supervised audits, compilations, and reviews for clients in various industries including manufacturing, hi-tech communications and internet, contracting, title insurance and property management.
- Prepared clients' financial statements, including footnote disclosures, in accordance with Generally Accepted Accounting Principles.
- Participated in several reviews of client's 10Qs for quarterly SEC filings.

Choo, Osada & Lee CPAs, Inc.
Honolulu, Hawaii

Staff Accountant

March 1999 - June 2000

- Quickly progressed to an in-charge role. Supervised staff on numerous audits, agreed-upon procedures, and other engagements for clients in various industries including property management, distribution, and non-profit.
- Managed several engagements simultaneously and successfully adhered to time budgets and deadlines.
- Interviewed all levels of client personnel; served as key liaison between client and manager/partners.
- Prepared numerous corporate, partnership, and individual tax returns using Prosystems Tax Preparation Software.

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COMMUNITY INVOLVEMENT

International Church of Christ

Volunteer

1994-2019

Los Angeles, California & Honolulu, Hawaii

- Served as Regional Financial Advisory Committee member for the Metro Los Angeles Region of the Los Angeles Church of Christ to provide fiscal oversight over the congregation's finances.
- Organized large and small group events; lead bible discussion groups; and provided marriage, life, career, academic, and financial counseling.
- Frequently spoke at weekend church services and special events.
- Participated in numerous events to serve the homeless and food insecure throughout Los Angeles, Orange County, and Oahu.
- Partnered with Hope Worldwide with community cleanup and school site beautification projects.
- Entrusted as lead volunteer administrator to coordinate collection, counting, and deposit of donations.
- Oversaw Sunday School Children's Program as Children's Ministry Coordinator.
- Served as Lead Teacher of children 2 to 18 years of age.

First Christian Church of Huntington Beach

Volunteer

2019

Huntington Beach, California

- Volunteered with my wife and two boys for a family meal-packing event working with Lifeline Ministries for families in need.

Youth Basketball

Volunteer Coach

2015-Present

- Mentor and coach youth basketball teams in Huntington Beach, Garden Grove, and Fountain Valley through Huntington Beach National Junior Basketball, Next Level Sports Complex, and Boys and Girls Club of Huntington Valley.
- Instilled Fundamentals, Unselfish play, and Never give up attitude while having **FUN!**