CLERK OF THE BOARD DIVISION
OF THE BOARD OF SUPERVISORS' OFFICE

COUNTY OF HUMBOLDT

825 FIFTH STREET
EUREKA, CALIF. 95501-1153

PHONE (707) 476-2384; 445-7299 (FAX)

APPLICATION TO SERVE ON THE HUMBOLDT COUNTY

ASSESSMENT APPEALS BOARD

APPLICANT NAME: Julie Porteous

MAILING ADDRESS: [redacted]

Arcata CA 95521

TELEPHONE: Home: [redacted] Work: _____ Fax: _____

E-MAIL ADDRESS: japorteous@hotmail.com

OCCUPATION: Accountant

PERSONAL REFERENCES:

(1) Ken Quigley PHONE: 707-498-0212

(2) Denise Quinell PHONE: 916-730-4142

PRIOR ADVISORY BOARD OR BOARD OF DIRECTORS EXPERIENCE? ____ NO ✓ YES

PLEASE WRITE A BRIEF STATEMENT DESCRIBING WHY YOU'RE INTERESTED IN SERVING ON THE ASSESSMENT APPEALS BOARD.

As the former Assistant Assessor, Senior Audit Appraiser and Real Property Appraiser I + II, I have extensive knowledge of the California Revenue and Taxation Code. This experience, coupled with my experience in the private sector as an accountant / CPA makes me a very qualified candidate for a position on the Assessment Appeals Board. - Thank you

PLEASE ATTACH A CURRENT RESUME.

DATE: 12/22/20 SIGNATURE: Julie Porteous

I declare under penalty of perjury under the laws of the State of California that the above is true and correct

SUBMIT THIS APPLICATION TO:
HUMBOLDT COUNTY ASSESSMENT APPEALS BOARD, Clerk of the Board, 825 Fifth Street, Suite 111, Eureka, CA 95501-1153.

DATE TO SUPERVISOR _____ DATE APPROVED _____ NOT APPROVED _____

3/25/2016

[redacted] . Arcata, CA . 95521
[redacted]

Julie Anne Porteous

Objective
To integrate my professional training in accounting with my governmental experience to be appointed to the County of Humboldt Assessment Appeals Board.

Summary of Qualifications
- Certified Public Accountant – License 101630 (License is on "Inactive Hold" because I choose not to attest to financial statements)
- Extensive experience working in a government setting
- Experience interpreting and implementing the California Revenue and Taxation Code
- Experience in budgetary and fiscal issues

Experience
November 2015 – Current — Self-Employed
Arcata, CA — Certified Public Accountant (Currently Inactive)
Duties include general bookkeeping; maintaining financial records for various clients; preparing sales and payroll tax returns; bank reconciliations

February 2015 – May 2018 — Melinda Walsh, CPA
Eureka, CA

Duties include maintaining financial records for various clients; accurate maintaining general ledgers; preparation of financial statements; preparation income tax returns

January 2010 – February 2015 — County of Humboldt
Eureka, CA — Assistant Assessor

Duties include supervising, overseeing, and evaluation staff; auditing Financial records of individuals and businesses; assisting in development of office Policies; development of annual the department budget; interviewing new Potential employees; recommendation of personnel decisions; conferring with County Counsel of various legal issues; answering questions from staff and taxpayers regarding implementation of the California Tax and Revenue Code; coordinating and presenting assessment appeals; authorizing roll corrections; providing direction to staff regarding Megabyte software; closing the tax roll using the Megabyte software; interacting professionally with taxpayers, staff and management under various strained situations

November 2008 – January 2010
June 2003 – January 2006
Eureka, CA

County of Humboldt
Auditor-Appraiser I & II

Duties included auditing financial records of individuals and businesses to determine the accounting information reported for assessment; examination of general ledgers, financial statements, tax returns and other documents relating to fixed assets and supplies; preparation of detailed audit work and work papers; preparation of correspondence and reports; preparation of written audit findings; assistance with appraisals and appeal procedures; assistance with industrial appeals; familiarization with various sections of the California Revenue and Taxation Code

September 2007 – November 2008

Jamie Walling, CPA
Staff Accountant/CPA

Duties included maintaining financial records for various clients; accurately maintaining general ledgers; preparation of financial statements; preparation of income, payroll and sales tax returns; performing payroll functions; effectively communication with the Internal Revenue Service, Franchise Tax Board and Board of Equalization; performing various audit procedures

January 2006 – April 2007
Eureka, CA

Corsetti & Noyes, LLP
Staff Accountant

Duties included maintaining financial records for various clients; accounts payable; accounts receivable; bank reconciliations; closing month and year end books; accurately maintaining ledgers; preparation of financial statements; performing payroll functions; preparation of income and sales tax returns; performing various audit procedures

November 2001 – June 2003
Eureka, CA

County of Humboldt
Appraiser I & II

Duties included appraisal of residential, commercial and industrial properties; performing on-site inspections of real property; interpreting and verifying appraisal records; providing assistance to taxpayers regarding rules and methods of property tax procedures; providing information and interpretation of appraisals, property records and appeal information to taxpayers

Education

May 2008

Certified Public Accountant
License #101630

August 1997 – December 2000
Bachelor of Science

Humboldt State University
Business Administration