



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 Portman  
MAILING ADDRESS: [REDACTED]  
Arden, CA 95521  
TELEPHONE: Home: [REDACTED] Work: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-MAIL ADDRESS: jp@portman.com  
OCCUPATION: Accountant

PERSONAL REFERENCES:  
(1) Ken Quigley PHONE: 707-408-0212  
(2) Debra Quigley PHONE: 916-760-4142

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 Auditor 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 Portman

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 \_\_\_\_\_

[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