Newsletter Snapshot

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Hello Chapter Members,

The Robotic Process Automation in Internal Audit webinar was well attended and very informative. Thank you again to the programming committee for planning another successful and free event for our chapter! Our chapter is successful thanks to volunteers like you! Speaking of volunteers...we are currently looking to fill two leader positions (1st Vice President & 2nd Vice President) for the upcoming 2021 – 2022 chapter year. If you have any interest, please contact me or reference pages 24&25 for more information.

Registration is now open for the March virtual webinar. We hope that you will be able to join!

**March 16, 2021 – Virtual Session Cyber Security – Inside Application Penetration Testing**
https://na.eventscloud.com/607242

Are you making the most of your membership??
Take advantage of the upcoming IIA Members Only webinars (FREE with your IIA Membership):

**March 10, 2021** – Financial Services Encore Webinar: Driving Impact and Influence Through Data-driven Auditing and Automation

**March 16, 2021** – Members-only Webinar: The State of Internal Audit Competency: Opportunities for Internal Audit Practitioners

Refer to [https://na.theiia.org/training/eLearning/Pages/Webinars.aspx](https://na.theiia.org/training/eLearning/Pages/Webinars.aspx) for details on each event and registration.

As always, thank you for your support!

Sincerely,

Jessica Miller
Pittsburgh Chapter President
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>CPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 16th</td>
<td>Cyber Security Training with Schneider Downs</td>
<td>1 hour</td>
</tr>
<tr>
<td>April</td>
<td>Ethics Training – Date TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>May 20th</td>
<td>Chief Audit Executive Panel Discussion</td>
<td>TBD</td>
</tr>
<tr>
<td>September 13th</td>
<td>Fraud Seminar – Tentative Date</td>
<td>TBD</td>
</tr>
</tbody>
</table>
(Virtual Session) Cyber Security - Inside Application Penetration Testing

March 16, 2021 12:00PM - 1:00PM (Eastern Time)
1 CPE Credit
Field of Study: Auditing

PLEASE NOTE WE CURRENTLY CAN'T ACCEPT PAYMENT BY AMERICAN EXPRESS

Registration Link: https://na.eventscloud.com/607242

PRICE:
IIA Members $25 | Non-Members $50

Course Overview:
Web application penetration testing continues to be one of the most critical components of any information security program. Join members of the Schneider Downs cybersecurity team for a deep dive into the world of web application penetration testing. Topics include:

- Differentiating web application penetration testing from network penetration testing
- Our approach to web application penetration testing
- The most common web application vulnerabilities
- Understanding web application penetration testing final reports
- Understanding internal audits role in web application penetration testing
- A technical demo of some web application testing techniques

Featured Speakers: Schneider Downs

Gary Muggli, CISA, SSCP
Gary is a Manager within the Cybersecurity & IT Risk Advisory Services practice. He joined Schneider Downs in 2014 with five years of experience in security and information risk management. Since joining Schneider Downs, Gary has worked to provide IT internal audit consulting services across the retail and financial services industries. His additional experience includes enterprise risk management efforts through assessing the following: Sarbanes-Oxley (SOX) 404 Control assessment/Testing, FFIEC Control testing, SOC 1 & SOC 2 Control Design/Testing/Reporting, IT General Controls Review/Testing, NIST 800-53 & 800-171 GAP Analysis and Requirement Testing, Third Party Vendor Risk Management Assessment, Data Governance reviews and Network Security Assessments, including but not limited to: Project Management, Internal Network Assessment and External Penetration Testing/ Reporting. Gary received his B.S.B.A. in Computer and Information Sciences from Saint Vincent College. He is a member of the Pittsburgh chapters of the Institute of Internal Auditors (IIA) and the Information Systems Audit and Control Association (ISACA). He is also a Certified Lean Six Sigma Yellow Belt (ICYB).

Douglas Berdeaux, OSCP, OSWP, CSM
Douglas Berdeaux is a Senior Cybersecurity Analyst within the Cybersecurity and IT Risk Advisory Services team at Schneider Downs. Prior to joining the firm, Douglas completed 10 years of IT security experience as an enterprise-class full-stack developer and senior information security engineer. This includes experience with incident response and digital forensics, agile software development including SDLC implementation and threat modeling, secure programming, third-party risk assessment evaluation, SIEM development and implementation, and data protection with service hardening. In his free time, Douglas contributes to organizations, students, security enthusiasts, and even the open source community every day by privately disclosing security issues, teaching and mentoring, and also as open-source information security tools and Debian LINUX distribution developer. Douglas is a member of the Open Web Application Security Project (OWASP), Research & Education Networks Information Sharing & Analysis Center (REN-ISAC) and Federal Bureau of Investigation’s InfraGard Pittsburgh Alliance.

CANCELLATION POLICY: Due to limited capacity for this training, we are unable to offer any refunds once registration is complete. However, if unable to attend, you may send an alternate in your place for no additional cost. Please contact Daniel Ward at daniel.ward@bnymellon.com with any questions, or if someone else will be attending in your place.
2021 Membership Promo Codes

**STU20** – 20% off new or rejoining (previously lapsed) NA Student Membership

*Expires March 31, 2021*

**CHE21** – 20% off new or rejoining (previously lapsed) NA individual professional membership

*Expires Dec. 31, 2021*

**GCHE21** – 20% off new or rejoining (previously lapsed) NA government/public sector membership

*Expires Dec. 31, 2021*
During these unprecedented times, many members/groups in hard-hit industries continue to experience challenging economic circumstances brought about by COVID-19.

Our goal is to NOT lose members!

If you have professionals or groups experiencing hardships, please have them email membership@theiia.org and we’ll work with them on a case-by-case basis to get them renewed.
CIA Review Classes Coming in March!

Pittsburgh Chapter will be partnering with The IIA to offer CIA® review classes starting March 8th using The IIA’s CIA Learning System®. Our expert instructor will lead you through the global CIA exam syllabus in a structured and interactive online class environment to ensure you understand and can apply the critical CIA topics.

Reading Materials
Materials teach the CIA exam syllabi, incorporating the latest IIA Professional Guidance, in a concise and easy-to-understand format.

Part 1: Essentials of Internal Auditing
Part 2: Practice of Internal Auditing
Part 3: Business Knowledge for Internal Auditing

- Study small content segments for increased focus and flexibility.
- Download books to your e-reader, read online, or choose printed books (optional add-on).
- Explore topics in more detail with direct links to additional online resources.

Interactive Online Study Tools

- Pre-test evaluates current knowledge and helps set your personalized study path.
- Video tutorial provides an overview of the IPPF components.
- Quizzes test your comprehension and retention.
- Flashcards offer review of key terms and definitions.
- CIA practice exam helps build confidence through a computer-based exam emuilation.
- Progress reporting tracks activities and scores.

Upcoming Course Dates
The following courses are available through the Pittsburgh Chapter.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Part 1: Essentials of Internal Auditing</td>
<td>March 8, 10, 12, 15</td>
<td>12:00 – 3:00 PM ET</td>
</tr>
<tr>
<td>Part 2: Practice of Internal Auditing</td>
<td>April 26, 27, 28, 29</td>
<td>11:00 AM – 2:00 PM ET</td>
</tr>
<tr>
<td>Part 3: Business Knowledge for Internal Auditing</td>
<td>May 17, 19, 21, 26, 28</td>
<td>12:00 – 4:00 PM ET</td>
</tr>
</tbody>
</table>

Registration fees include The IIA’s CIA Learning System Version 7.0 online study tools, reading materials and student slide book. If you already own these study materials, registration fees will be reduced by $200.

For more information or to register, call us at +1-407-937-1111 and provide your chapter name to qualify for the discounted price of $695/Part 1, $695/Part 2 & $1,095/Part 3.
IIA Presentation Contest Topics—University & College Students

Team Awards - First place - $1,500; second place - $1,000 and third Place $500. The judging will take place on March 23rd, 2021 from 4 – 8 PM via Zoom. Judging will be done by IIA members in attendance at the meeting and criteria for judging will be predetermined by the Advocacy and Education Committee of the IIA Pittsburgh Chapter.

Topics will be assigned to teams on a first come first served basis. There will be no repeat topics. All presentations should be 15 minutes in length and submitted to jherman@schneiderdowns.com at least 2 days prior to the scheduled presentation date in March. Six to eight presentations will be selected. Maximum of 2 teams per school unless space is available. Presentation teams should be comprised of three to six students. Microsoft PowerPoint is the preferred format.

Potential Topics
1) Cyber security breaches have become more frequent. Why do these occur and how can internal audit assess in identifying weaknesses so management can properly address?
2) What is Internal Audit’s (IA’s) role in corporate governance/ERM?
3) Describe the roles and responsibilities of the three lines of defense: Management; monitoring and internal audit. Explain the collaboration between these three lines of defense/roles.
4) What is the process of risk assessment for a large company and how does internal audit assist?
5) Data Analytics – Describe what tools exist to Internal Auditors? How does IA interact with management’s use of data analytics?
   Pros & cons | What tools should be used for what type of work
6) How will Robotic Process Automation (RPA) impact the internal audit profession?
7) Identify fraud risks and describe:
   How these risks should be audited? | How management should prevent/detect the fraud risks?
8) Conduct a mock interview with an audit client and include the following:
   Pick an audit area
   Role playing
   Assign one member of your group as the auditee and one or two members as auditors
   Explain audit evidence needed to conduct the audit
9) Select a Standard (or 2) from the IIA International Professional Practices Framework (IPPF) and using the implementation guidance, explain how you would specifically implement the standard.
10) Communication skills are essential in the internal audit profession. Describe effective methods and examples for the following:
   Engagement letters | Interviewing clients | Communicating opportunities for improvement to the auditee | Audit reports
11) Explain the role of the Audit Committee with IA.
12) Social Media
   What are the audit risks with social media for a company and what controls should be in place to mitigate the risk?
   How does social media assist professional organizations such as the IIA?
13) Reach out to three IIA professionals employed at different organizations. Conduct an interview with those professionals regarding:
   Current audit risks for their organizations | Size and structure of their audit department
   Current projects they are conducting | What continuous auditing processes do they have employed? | Are they effective?
14) Describe an operational audit integrated with IT.
15) Explain how internal auditors have to continue to innovate to ensure their function is effective.
16) Design an Internal Audit Game – Describe the game. How is it played? What is the objective of the game? Be sure to include how IA would enhance their risk assessment skills, interviewing skills, communication skills throughout the competition.
17) How could Internal Audit Use agile auditing in Practice. Compare and Contrast to traditional auditing.
18) Describe an ethical dilemma and how the IIA Code of Ethics will guide you to making the correct decision.
19) How did COVID-19 impact Internal Audit Departments? How did Internal Audit departments adjust?
   Did organization risks change? | Compliance with new regulations?
   Reduced travel (Reduced physical presence on client site)? | Reduced budgets?
   Layoffs and less controls? | New corporation direction/products?
   Governance? | Remote work?
20) Describe necessary skills an internal audit will need to be successful. Include situations where a client is not providing information or is being difficult. How does an internal audit manage a situation as such?
21) Submit your own topic (subject to approval by the Advocacy and Education Committee)
IIA Presentation Contest for University & College Students
We Need Judges!

Calling all IIA Members! Interested in helping judge the IIA Presentations Contest for University & College Students? It will only take up a few hours of your day.

Please reach out to Jenna Herman at jherman@schneiderdowns.com.

Let her know you are interested in being a judge and confirm you are available at the date and time below. Free COE credits will be given out, most likely three.

The judging will take place on March 23rd, 2021 from 4 – 8 PM via Zoom.

You will receive the link closer to the presentation date.
Getting to Know Internal Auditing at Point Park University

Lexie Balkovec

Jenna Herman and Marcy King from Schneider Downs & Co., Inc. spoke about Internal Auditing to Point Park University’s Student Accounting Association at the beginning of this year. Both Herman and King work in Risk Advisory Services at the firm and are both members of the Institute of Internal Auditors. King and Herman are both Point Park Alumni. I was a freshman/sophomore accounting major when Herman was the President of our accounting association. It was so wonderful having her back and hearing about her working experience in Internal audit.

Our first topic of discussion focused on what Internal Audit is. The definition provided was as follows, “Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization’s operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.” At its core, internal audit involves identifying risks that could prevent an organization from achieving its goals, making sure the organization leaders and shareholders are knowledgeable of risks and actively monitoring processes in place, and proactively recommending improvements to help reduce the risks and achieve goals.

Our speakers then talked about the difference between internal and external audit. Internal audits are broad, focusing on things like efficiency/effectiveness, compliance with laws, regulations, and company policies, and safeguarding assets. Whereas financial statement audits are specific, focusing on accuracy of the financial statements, going concern, review of historical data, compliance with accounting principles, heavily reliant on accounting skills, and independent from the organization. Some examples of internal audits include Business Process Audits, Compliance Audits, Internal Control Reviews, SOX 404, IT/Cybersecurity Audits, and Fraud Risk Assessments.

In my opinion, one of the most interesting topics we covered was different career paths in internal audit. There are a broad range of degrees applicable to a career in internal audit, including accounting, finance, business, economics, information technology, and cybersecurity. To become a professional internal auditor, you can join a company/government department or a professional services public accounting firm. With a career in internal audit, you can become the head of an IA department, participate in key management roles, and even partner in a professional services firm. Some professional certifications you can obtain to assist in your career path to internal audit include becoming a Certified Internal Auditor (CIA), a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE) etc. Overall, this was a very wonderful experience for the student members of our organization, and I feel as though I now have a much greater understanding of internal audit as a whole.
In October, The IIA and AuditBoard launched the Elevate Internal Audit Scholarship Program to provide upskilling opportunities, through access to training and certification resources, to internal auditors who have been laid off or furloughed as a result of the pandemic. The response to the program has been excellent and we’d like your help in expanding the promotion of this opportunity to your members on a grassroots level.

As The IIA’s front line serving internal auditors locally, we recognize that you are in regular contact with many who may be in greatest need of the resources we’re offering through the program. We have created a toolkit, including sample copy and banner ads that you can use in your outreach efforts.

Elevate Internal Audit Scholarship Program benefits include:

- Access to industry training and professional certifications, regardless of ability to pay.
- Opportunity to gain progressive audit practice and technology knowledge to deepen skills and capabilities.
- Enhanced credentials to leverage with potential employers.

Help us support the profession and help all of our members build next-generation skills to re-enter the profession stronger and even more resilient. If you have any questions, please contact us at Customer.Relations@theiia.org. Thank you.

Sincerely,
William Michalisin, CIA, CAE
EVP & Chief Operating Officer
The Institute of Internal Auditors

To learn more and to apply, please visit:
https://www.auditboard.com/elevate/internal-audit-training-scholarship/
2021 General Audit Management Conference

Tuesday, March 16 – Thursday, March 18, 2021 / Virtual Event

Register Here

Internal Audit Is More Resilient, Relevant, and Recharged Than Ever

For 42 years, the GAM Conference has been the essential experience audit executives trust to be influential, engaging, and informative. This tradition of excellence will continue in 2021 with a new theme: Internal Audit Recharged: Ready. Relevant. Resilient. The content will focus on moving beyond disruption to rethinking audit practices and leading in the new norm. The industry’s best and brightest will share their perspectives on optimally positioning today’s audit leaders for future advancement.

To gain competencies, tools, and skills needed to leverage your impact, credibility, and value as a trusted leader in internal audit management, register now for the 2021 GAM Conference.

Pricing and Registration

IIA Members: Register early and save! Not a member? Join today!

In Person

Early Savings: By Dec. 31
Members: $1,295 | Nonmembers: NA

Regular Rate: Jan. 1 - March 2
Members: $1,495 | Nonmember: $1,835

Late Registration: After March 3
Members: $1,575 | Nonmembers: $1,935

Livestream

Regular Rate: Members: $995 | Nonmembers: $1,195

AEC Members: Contact your AEC Representative | Pre-Conference Workshop: $375 | Group Rates Are Available

To Learn More on this conference and Keynote speaker information, please use the following link.

https://na.theiia.org/training/conferences/GAM/Pages/GAM-Conference.aspx
The Audit Executive Center® (AEC®) is the essential resource to empower chief audit executives (CAEs) to be more successful. In order to meet these needs, a new AEC website and membership structure were launched in late June 2017. The new AEC features an enhanced, easy-to-navigate website with relevant content to support CAEs in responding to the unique challenges, emerging risks, and increasing demands of the internal audit profession.

For more information on AEC member benefits, visit www.theiia.org/AEC, email aec@theiia.org, or call +1-407-937-1223.

Free Downloads!
Please enjoy these free downloads of some of the AEC's most popular content that will give you a sneak peak of what the AEC has to offer.

- Thought Leadership
- Peer Requests
- Event Presentations
- Webinars

As a chief audit executive, your job continually gets more demanding and challenging. Having direct access to a cost-effective suite of information, resources, and services specifically designed for you has been elusive, until now. In varying membership packages, the Audit Executive Center brings together CAE-specific and targeted products, services, and thought leadership to empower you to be more successful. The central feature of the Center is a newly-developed web-based community that includes the Knowledge Center, Resource Library, newsletters (including CAE Bulletin), and events.

The Center is available with your choice of three membership levels, providing you with the opportunity to build your experience upon your IIA membership. Choose from the Professional, Advocate, or Ambassador levels, each with unique opportunities to support you and your organization.

Depending on the membership level selected, benefits of the Center include:

- Complete access to the Audit Executive Center website for you and/or your entire staff.
- Access to specialized publications, newsletters, and research targeted for CAEs.
- Complete access to The IIA’s comprehensive annual Global Audit Information Network (GAIN) benchmarking study.
- A complimentary registration to our annual General Audit Management (GAM) Conference.
- Complimentary books, reports, and publications from The IIA Research Foundation.
- Access to semi-annual state-of-the-profession webinars.
- Access to The IIA’s Audit Career Center.
- And much more…

Learn more about the Audit Executive Center.
Out with the Old in with the New!

*The IIA has renamed the Gain Survey to Audit Intelligence Suite Benchmark Survey.*

**Audit Intelligence Suite**

Benchmarking Report | Skills Assessment | Stakeholder Survey | Employee Compensation Report | Research Request

As an exclusive product developed by The IIA, the Audit Intelligence Suite was designed with internal auditors in mind. The suite of services features stakeholder surveys, individual and team skills assessments, and benchmarking capabilities — offered a la carte or bundled. When a team of internal audit business intelligence experts set out to create the Audit Intelligence Suite, Powered by the AEC, they wanted to provide a premium solution that is:

1. Smart – provide valuable information.
2. Sensible – ensure information is actionable.
3. Simple – package the suite of products in one place.

Benchmark your audit activity, assess your team, and survey your key stakeholders. Once you know the results, you will be in a better position to improve your audit activity.

**Getting Started**

Learn how to access the Audit Intelligence Suite system and get additional information and instructions.

**Please see the following two pages for more details!**

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**Benchmarking Report**

One of the easiest, most efficient, and cost-effective ways to benchmark your audit department. Compare by audit staff size, revenue range, industry, or apply other filter criteria YOU choose. Get the data you need to support more effective decision making.

**Skills Assessment**

The best way to arrive at success is to assess. This comprehensive, competencies-based tool can evaluate professional strengths and development needs of individuals or entire teams. The results allow you to easily see where knowledge gaps are in your internal audit department team or by each individual staff member.

**Stakeholder Survey**

If you don't ask, you won't know the answers. A vital role of a CAE is to manage expectations — those of their stakeholder groups, as well as their internal audit teams. To identify opportunities for improvement, internal audit leaders must stay abreast of changing perceptions and expectations.
IIA Learning Webinars

IIA Learning Webinars are short, live, educational presentations covering the latest trending topics in the world of internal auditing. In The IIA’s members-only webinars, you can interact with established leaders about emerging issues, boost your business know-how, and receive complimentary CPE credit. Plus, you can access the extensive library of archived webinars, 24/7 (CPE credits are unavailable with archived presentations).

Five Reasons to Attend a Webinar

IIA webinars provide:

♦ Short, interactive presentations led by professionals.
♦ Keen insights from audit experts.
♦ Immediate awareness of current trends.
♦ Free access for IIA members.
♦ Complimentary CPE credit.

Registration will close 24 hours prior to the beginning of the webinar start time listed.

Upcoming IIA Webinars

24-February-2021
AEC Webinar: Agile Internal Auditing: Responding to Today’s Demands

25-February-2021
Emerging Leaders Webinar: Young Professionals Career Mapping & IIA Competency Framework | No CPE

10-March-2021
Financial Services Encore Webinar: Driving Impact and Influence Through Data-driven Auditing and Automation

11-March-2021
PSAC Webinar: Auditing Legal Marijuana

16-March-2021
Members-only Webinar: The State of Internal Audit Competency: Opportunities for Internal Audit Practitioners

On-demand 24/7 Webinar Playback

One benefit of being an IIA member is having access to our extensive library of archived webinars. See IIA website for details.
The IIA offers a wide variety of dynamic events focused on emerging issues in internal auditing. IIA conferences are designed to allow for networking with peers, gaining greater understanding of leading practices, and taking your career to the next level.

**GAM Conference**
*Where Leaders Evolve | Now Fully Virtual*
*March 16-18, 2021*

**2021 IIA International Conference**
*Scaling New Heights | Virtual Event*
*June 14-18 2021*

**Governance, Risk, and Control Conference**
*Virtual Event*
*August 9-11 2021—Information Coming Soon!*

**Finance Services Exchange**
*Connect. Collaborate. Evolve | Virtual Event*
*September 27-28 2021—Information Coming Soon!*

**Women in IA Leadership Forum**
*New Extended Format | Virtual Event*
*September 29-30 2021—Information Coming Soon!*

**The Best and More—All Star Conference 2021**
*November 8–10, 2021, Las Vegas, NV.*

**Global IIA Conferences**
To see a list of IIA conferences around the world, please visit The IIA’s [global website](https://na.theiia.org/training/conferences/Pages/Conferences.aspx).

To learn more about these events, please use the following link!

[https://na.theiia.org/training/conferences/Pages/Conferences.aspx](https://na.theiia.org/training/conferences/Pages/Conferences.aspx)
Check Out the New Look of the IIA Bookstore!

IIA Members Get a Discount, Just for Logging In!
Staff Auditor

Work involves assisting a staff of experienced Internal Auditors in auditing the University departments and functions. These audits are performed to ascertain reliability of financial data, to evaluate internal controls and the degree of compliance with management policies and externally mandated regulations. This work is performed under the supervision of a Director, Asst. Director, Manager and Senior Auditor.

Baccalaureate degree, Less than 1 year of related work experience.

Department Details Work involves assisting a staff of experienced Internal Auditors in auditing the University departments and functions. These audits are performed to ascertain reliability of financial data, to evaluate internal controls and the degree of compliance with management policies and externally mandated regulations. This work is performed under the supervision of a Director, Asst. Director, Manager and Senior Auditor.

- **Assignment Category** Full-time regular
- **Job Classification** Staff.Financial.I
- **Campus** Pittsburgh
- **Minimum Education Level Required** Baccalaureate
- **Minimum Experience Level Required** Less than 1 year experience
- **Work Schedule** Monday - Friday, 8:00 a.m. - 4:30 p.m.
- **Hiring Range** TBD - based upon qualifications
- **Relocation Offered** No
- **Visa Sponsorship Provided** No
- **Background Check** For position finalists, employment with the University will require successful completion of a background check
- **Child Protection Clearances** Not Applicable
- **Required Documents** Resume, Cover Letter
- **Optional Documents** Not Applicable
Function: Under the direct supervision of a more experienced auditor, assists in performing audits of departments, functions or processes throughout S&T Bancorp and its affiliates (“S&T”) to determine and report on the adequacy and effectiveness of internal controls over financial reporting, operations and regulatory compliance.

Duties and Responsibilities:

- Under the direct supervision of a more experienced auditor, assists in performing audits by executing pre-defined audit tests and procedures, participates in information gathering and analysis and preparing work papers to document audit results.
- Prepares written work paper summaries and assists in preparing the final report on audit results, including a description of the audit scope, objectives, audit procedures performed, and findings and recommendations for corrective action.
- Under the direct supervision of a more experienced auditor, assists independent auditors as needed by conducting pre-defined audit procedures, such as confirmations, application reconciliations and various tests of accounting records.
- Execute and document audit work in accordance with S&T’s audit methodology and quality requirements in accordance with the International Professional Practices Framework of the Institute of Internal Auditors.
- Complete projects assigned on time and within budget, as agreed upon at the time of assignment.
- Undertakes self-development through attendance at training courses offered by S&T, on the job training, and through pursuit of other formal training or development; suited to achieving departmental goals and objectives and individual needs.
- Demonstrates a strong ability to work independently, as well as motivated to work as a team player, exhibits excellent interpersonal skills, in order to contribute to the success of the department and in turn, the organization.
- Performs additional duties as assigned.

Physical Demands

Operates a keypad device: 50% of the day; operates office equipment: 10% of the day. The primary parts of the body involved in performing these tasks are the fingers, thumbs, hands, wrists, lower and upper torso. Sitting is required 90% of the day in a leaning position over the keyboard. Walking is required 10% of the day which is slow in speed. Routinely lifts up to 2-5 lbs., 20 times per day. Maximum lift is 10 lbs., one time per day. Requires the use of manual dexterity skills for typing up to 25% of the business day. Specific vision requirements include close vision of 18”-20”, distance vision and depth perception for computer work and travel (10% of the time). Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
Senior Auditor

**Function:** Under the general supervision of Audit Management, assumes responsibility for planning and conducting audits of various departments or processes of S&T Bancorp and its affiliates (“S&T”) to determine and report on the adequacy and effectiveness of internal controls over financial reporting, operations and regulatory compliance.

**Duties and Responsibilities:**

1. Has a sound knowledge of, follows, and instructs staff on executing audits in accordance with the International Professional Practice Framework of the Institute of Internal Auditors, including awareness of interpretations and evolving audit standards, techniques and practices.
2. Possesses general knowledge of the application of generally accepted accounting principles (GAAP) and bank industry guidance to identify audit risks including strategic, business, and operational risks (e.g., what can go wrong in the processing of transactions and/or impact on recording financial data accurately).
3. Conducts interviews of selected personnel for the purpose of documenting and evaluating business processes to determine the potential risk drivers and/or the adequacy of internal controls.
4. Assists in the planning and development/maintenance of current, detailed audit programs for selected audits that include the identification of risks, controls, fraud indicators, and alignment with the changing profile/risks of the banking industry and S&T.
5. Independently performs and/or reviews risk-based audits by collecting, analyzing, and interpreting department control policies, procedures and practices to evaluate and document audit results and form an opinion on the adequacy of internal control design; and by designing, revising or refining and executing audit tests and procedures to evaluate the functioning of controls. This may involve the use of Computer Assisted Audit Techniques and more traditional methods such as examination of records, inquiry and analytical review procedures.
6. Prepares or reviews audit work papers and reports to ensure technical adequacy and adherence to professional auditing standards, including ensuring that work papers are documented in accordance with S&T’s audit methodology and that they meet quality requirements (e.g., procedures are properly documented to support audit findings and that the appropriate audit recognition/attention is given to important areas such as, compliance matters, significant financial statement accounts/disclosures, etc.).
7. Evaluates budget updates to monitor the actual time incurred and estimates to complete to manage one’s own time and the audit staff within the parameters of a project and to utilize resources in the most effective manner.
8. Develops/Supervises staff, including evaluating performance and identifying developmental/training opportunities to enhance their audit and banking knowledge and expertise.
9. Briefs departmental management and staff throughout S&T on the audit objectives and scope, progress of ongoing audit work and final audit results. These briefings include a discussion of findings and recommendations for corrective actions and an evaluation of the adequacy of management’s actions. These interactions require resourcefulness, tact and diplomacy in order to gain the trust and cooperation of those audited.
10. Prepares written reports on the results of audit work, which are distributed, to those audited, Senior Management, external auditors, regulatory examiners and the Audit Committee of the Board of Directors. These reports must clearly describe the audit scope, objectives and findings, leading to sound conclusions and recommendations for corrective action.
11. Develops and maintains ongoing business relationships with management team.
12. Assists independent auditors as needed by conducting various audit procedures.
13. Undertakes self-development through attendance at training courses offered by S&T, on the job training and through the pursuit of other forms of training and development suited to achieving departmental goals and objectives and individual needs.
14. Demonstrates a strong ability to work independently, as well as motivated to work as a team player and exhibits excellent interpersonal skills. Contributes to the success of the department and in turn, the organization.
15. Performs additional duties as assigned.

**Physical Demands**

Operates a keypad device: 50% of the day; operates office equipment: 10% of the day. The primary parts of the body involved in performing these tasks are the fingers, thumbs, hands, wrists, lower and upper torso. Sitting is required 85% of the day in a leaning position over the keyboard. Walking is required 15% of the day which is slow is speed. Routinely lifts up to 5 lbs., 20 times per day. Maximum lift is 25 lbs., one time per day. Must be able to occasionally lift and/or move up to 10 lbs. Requires the use of manual dexterity skills for typing up to 25% of the business day. Specific vision requirements include close vision of 18”-20”, distance vision and depth perception for computer work and travel. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
The IIA offers a wide variety of publications providing up-to-date news and information about various sectors of the internal audit profession. Please take a few minutes to review our free and subscription-based publications.

**IIA SmartBrief**

(Free to the public) *IIA SmartBrief* provides a weekly snapshot of market news and issues affecting internal auditors and their stakeholders from leading global news sources. SmartBrief is a service that curates thousands of news sources and delivers timely articles affecting the profession straight to our members’ email inboxes. Learn more.

**Your Career Compass**

*Your Career Compass* is The IIA’s newest publication to support our members’ internal audit career growth with the latest knowledge, tools, and resources available. Members receive the 44 to 52-page guide four times a year in print with *ia* magazine, and a monthly eNewsletter with tips and guidance on training, education, and knowledge sharing focused on specific topics and issues. This publication has replaced *IIA Today* and *Your Training Compass Resource Guide*. Learn more.

**IIA Connection**

(IIA members only) *IIA Connection* is The IIA’s monthly member eNewsletter designed to provide relevant and timely information on internal audit news and what’s happening at The IIA in the areas of guidance, research, training, services, events, and certification.

**Tone at the Top**

(Free to the public) *Tone at the Top* provides executive management, boards of directors, and audit committees with concise, leading-edge information on issues such as risk, internal control, governance, ethics, and the changing role of internal auditing; and guidance relative to their roles in, and responsibilities for, the internal audit process. *Tone at the Top* is also available online in Spanish and Turkish, translation courtesy of IIA-Ecuador and IIA-Turkey, respectively.

**CAE Bulletin**

(For Audit Executive Center members only) *CAE Bulletin* is a semi-monthly newsletter published as a membership benefit in the rapidly expanding program for chief audit executives, the Audit Executive Center. This newsletter features the latest in news and guidance designed to help CAEs respond to today’s business challenges and opportunities, with links to resources needed to stay current with the most pressing audit issues.
Certification Corner® is a quarterly newsletter designed to provide certification candidates and holders the latest developments in The IIA’s certification programs. It also provides helpful information such as reminders about CPE reporting requirements and changes that you are likely to encounter in The IIA's Certification Candidate Management System (CCMS). Candidates who are enrolled and maintain their certification(s) receive this enewsletter.

(For FSA Group members only) IIA Financial Services SmartBrief replaces FSA Times and provides members of The IIA's Financial Services Auditor (FSA) Group a monthly snapshot of market news and issues from leading global news sources that affect financial service internal auditors and their stakeholders. SmartBrief is a service that curates thousands of news sources and delivers timely articles affecting financial services. Subscribe today by becoming a member of the FSA Group.

(For Gaming Audit Group members only) IIA Gaming SmartBrief replaces The Gaming Auditorium and provides members of The IIA's Gaming Audit Group a monthly snapshot of market news and issues from leading global news sources that affect gaming internal auditors and their stakeholders. SmartBrief is a service that curates thousands of news sources and delivers timely articles affecting gaming. Subscribe today by becoming a member of the Gaming Audit Group.

(For ACGA members only) Government Auditor SmartBrief provides a monthly snapshot of market news and issues affecting government auditors and their stakeholders. SmartBrief is a service that curates thousands of news sources and delivers timely articles and news affecting the profession straight to your email inbox. This monthly eNewsletter helps ACGA members stay on top of emerging issues within the public sector by delivering a weekly snapshot of market news and issues affecting government auditors and their stakeholders. There's no need for members to subscribe or opt-in. ACGA members automatically receive the eNewsletter on the third Tuesday of each month. If you’re not a member, we encourage you to join ACGA today!
EVEN MORE CHAPTER BENEFITS TO TAKE ADVANTAGE OF:

(IPPF)® International Professional Practices Framework

(IPPF)® - 2017 Edition

Refreshed with globally relevant content, The IIA’s new International Professional Practices Framework® (IPPF®), or Red Book, brings internal auditors up to speed on mandatory and recommended guidance.

The International Professional Practices Framework (IPPF)® is the conceptual framework that organizes authoritative guidance promulgated by The Institute of Internal Auditors. A trustworthy, global, guidance-setting body, The IIA provides internal audit professionals worldwide with authoritative guidance. The IPPF includes Mandatory Guidance and Recommended Guidance.

Mandatory Guidance:

- Core Principles for the Professional Practice of Internal Auditing.
- Definition of Internal Auditing.
- Code of Ethics.
- *International Standards for the Professional Practice of Internal Auditing (Standards).*

Recommended Guidance:

- Implementation Guidance.
- Supplemental Guidance.

The IPPF 2017 edition features the Mission of Internal Audit, Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, Code of Ethics, the *Standards*, and Implementation Guidance in hard copy. All Supplemental Guidance documents are on USB.
Looking for Volunteer Positions?

Looking for a way to get more involved with Pittsburgh IIA Chapter? We are always looking for volunteers to aid in building our wonderful organization. Taking a leadership role or becoming part of a committee will provide a great opportunity to give back to the Pittsburgh Chapter as well as provide many networking opportunities!

A variety of volunteer roles are available allowing for a range of responsibilities and time commitments providing a perfect opportunity for everyone to get involved!

**Current Open Volunteer Opportunities:** Please see next page for details!

- 1st VP
- 2nd VP

Please contact our Volunteer Coordinator, Colin Powell at cpowell@paf-resources.com, for more information on the open opportunities or additional ways on how you can get involved in the Pittsburgh Chapter!
Open Volunteer Positions!

1st VICE PRESIDENT
Position Description and Responsibilities:
1. Perform the duties of the president-elect in the absence or disabi-lity of the president-elect, or in the event the president-elect is serving as the president.
2. Manage the activities of committees reporting to the 1st vice presi-dent (e.g. Programming Committee).
3. Advise and assist the president and president-elect in staffing chapter committees.
4. Assume primary responsibility for education programs, including coor-dination of chapter events such as meetings, seminars and conferences.
5. Perform other duties as assigned by the president and president-elect.
6. Review the pre-recorded Chapter President-elect Training Webinar.

2nd VICE PRESIDENT
Position Description and Responsibilities:
1. Manage the activities of committees reporting to the vice presi-dent.
2. Advise and assist the president and president-elect in staffing chapter committees.
3. Assume secondary responsibility for education programs, including coor-dination of chapter events such as meetings, seminars and conferences.
4. Perform other duties as assigned by the president and president-elect.
5. Review the pre-recorded Chapter President-elect Training Webinar.
6. Perform oversight responsibilities for the Chapter website.
Advertise with us!

The IIA newsletter is distributed to approximately 800 local Internal Audit professionals on a regular basis. Advertising with us is a great way to attract local talent to fill your open positions; and if your company has an audit group membership, employment opportunity ads are FREE OF CHARGE! See below for our advertising policies and rates.

Please reach out to Bri Roark Chieffalo if you would like to get your job posted in the newsletter! Email: broark@paf-resources.com

EMPLOYMENT OPPORTUNITIES

Employment advertisements placed by audit group member companies are free of charge.

Employment advertisements placed by non-group member companies:

- ¼ page - $50
- ½ page - $100
- Full page - $200

Employment advertisements for employment agencies, recruiting firms, and professional services providers, including firms placing ads on behalf of member companies:

- ¼ page - $100
- ½ page - $200
- Full page - $400

OTHER ADVERTISEMENTS

Advertising for services or products:

- ¼ page - $100
- ½ page - $200

Attention Members:

Please take a few minutes to review your IIA profile and contact information at www.theiia.org. Maintaining current information in your IIA profile will help to ensure that you will continue to receive valuable information from The IIA.

REMINDER: Members of the IIA Pittsburgh chapter are given access to the membership list. This list is NOT to be used to solicit members. Solicitation of services/products using the chapter membership list may result in the revocation of membership.
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Jayne McGoe
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Nicole Saldamarco
Debra Pegher
John Slavnik
Chris Plasterr
Colin Powell
Rosemary Mazzeo – Past President
Laura Barber – Past President

## We’re on the Web!

Visit our Chapter Page:
IIA Pittsburgh Chapter

Follow us on LinkedIn!
www.linkedin.com

“Institute of Internal Auditors Pittsburgh”

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