Upcoming Chapter Event
Monday December 2, 2013

Ethics and Tax Event

Location: Rivers Club, One Oxford Center, 301 Grant Street, Pittsburgh, PA 15219
Registration: 8:30 AM - 9:00 AM
Program: 9:00 AM - 12:00 PM (Ethics) and 1:00 PM - 4:00 PM (Tax)
Lunch: 12:00 PM - 1:00 PM

CPE Available: 6 Hours (includes 3 hours of tax and 3 hours of ethics)
Registration: E-mail your reservation to Gina Dutkovich at GDutkovich481@dollarbank.com
Deadlines: All reservations are due no later than November 27, 2013. Cancellations will not be accepted after this date.
Fees: IIA Members - $100 (both Ethics & Tax sessions) $50 (only one session, no lunch)
Non-Members - $150 (both Ethics & Tax sessions) $75 (only one session, no lunch)
Payment: Make checks payable to the “IIA – Pittsburgh Chapter” and mail to Dollar Bank – Audit Department; 2700 Liberty Avenue; Pittsburgh, PA 15222; Attn: Gina Dutkovich.
Questions: Please call Gina Dutkovich (Hospitality Committee) at 412-261-8129.
Cancellations: Cancellations made after the deadline will be charged the full cost of the meeting.
Save The Date!

Upcoming Chapter Meetings and Events

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Our Chapter’s Programming Committee works very hard to provide our members with affordable and effective CPE sessions and networking opportunities. Please note that the information above is subject to change.

Registration: Contact Gina Dutkovich at: GDutkovich481@dollarbank.com to make a reservation!
Ethics & Tax Event

Monday, December 2, 2013

Ethics Session

Professional Ethics: A 'Preventive Maintenance' Approach
A hard-hitting yet surprisingly humorous program that will show attendees the ethics risks they never even knew they had as well as what they can do right now to make sure those risks don't turn into costly ethical problems on the job. This program is perfect for everyone from the front lines right up through senior management. This is Christopher Bauer's most requested keynote. The book, "Better Ethics NOW: How to Avoid the Ethics Disaster You Never Saw Coming" is recommended as reading to follow-up this program.

Speaker Bio:

Christopher Bauer - Ethics Presenter
Once you know the ethics code and relevant laws, ethics and compliance are really about the choices we make, aren't they? Christopher Bauer, PhD is a licensed psychologist with over twenty-five years of experience in understanding how and why people make the choices they do. He also knows the most effective methods for teaching people how to make better choices. And that's really the real name of the game in improving your company's ethics as well as maintaining the trust of customers and referral sources.

Besides his expertise in ethics and in making ethics both fun and funny for his audiences, Christopher Bauer's unique style and contributions to the field have led him to be recognized with the prestigious Certified Fraud Specialist designation by the Association of Certified Fraud Specialists. He is also a professional member of the National Speakers Association and has earned their Certified Speaking Professional designation. This designation has been earned by fewer than 10% of professional speaking association members worldwide.

Tax Session

The Tax portion for this event will consist of the following 3 topics:

State and Local Tax Considerations
Presented by William Vohsing; Director, State and Local Tax Services
Obtain an overall understanding of sales & use tax, in addition to providing insight on what controls, we as internal auditors, should ensure our companies and/or clients have in place to ensure they are in compliance with sales & use tax regulations.

Health Care Reform
Presented by Steve Barber; Manager, Schneider Downs
- Timeline of the tax implications of the Health Care Reform
- How are these taxes going to affect our businesses?
- How are these taxes going to affect use personally?
- Planning regarding the tax implications
Life Cycle of International Transactions: Tax Considerations

Presented by Mary Richter; Shareholder, Schneider Downs

Explore some of the potential tax traps and tips associated with foreign expansion and operations including:

- Sending employees abroad/ employing foreign persons
- Shipping & invoicing
- Making and receiving payments
- Operating a foreign entity
- Exit considerations

Speaker Bio:

William Vohsing; Director, State and Local Tax Services

Bill Vohsing, an experienced and trusted state and local tax practitioner, recently joined Schneider Downs’ State and Local Tax (SALT) practice as a Director after 18 years with a national accounting firm. Prior to joining the national accounting firm, Bill worked for the Ohio Department of Taxation and a major national retailer. Bill’s primary focus at Schneider Downs is multi-state sales and use tax matters, including audit defense, refund reviews, nexus reviews, taxability analysis, direct pay permits and voluntary disclosure agreements. His areas of expertise include the manufacturing, retail, banking, insurance and healthcare industries as well as the public utilities sector. Bill has been a frequent speaker for Professional Education Systems. He has also been a guest lecturer for IPT, TEI and the Ohio Tax Conference. Bill is a member of the Institute for Professionals in Taxation and holds a B.S. in Business Administration/Accounting, from The Ohio State University.

Steve Barber; Manager, Schneider Downs

Steve has been serving clients with Schneider Downs since 2003 and has 11 years of experience in all areas of tax planning, research and compliance, accounting and financial reporting matters for closely held businesses. Steve provides services to the firm’s clients that include the coordination and review of corporate, partnership and individual tax returns, including development and communication of tax strategies to management. He serves clients in a number of diversified industries, including automobile, construction, real estate, professional services and manufacturing. Steve is a member of the American and Pennsylvania Institutes of Certified Public Accountants, the Schneider Downs Automobile Services Industry Group and the Schneider Downs Cost Segregation Study Strategy Team. Steve holds a B.S. in Accounting from Pennsylvania State University with a minor in Economics and is pursuing a Masters of Taxation from the University of Denver. His expected graduation is August 2015.

Mary Richter; Shareholder, Schneider Downs

Mary is a tax shareholder with Schneider Downswho has been serving tax clients for more than 20 years. She has worked in both public accounting and private industry. Mary has a diverse tax background with experience in federal, state and international tax and business issues and has provided focused client service to multinational manufacturing and service entities in all phases of the business cycle, from start-up to exit strategy. Mary has concentrated experience in domestic and international tax planning, state tax nexus, tax credits, accounting for income taxes and specific transaction planning and implementation. In her role, Mary focuses on helping clients with international tax issues and opportunities. Mary’s experience includes assisting clients with business expansion abroad, both through internal growth and acquisition; foreign tax credit planning; cross-border transaction planning; and transfer pricing reviews and implementation. She has worked with clients throughout the world, including North America and South America, Europe and Asia Pacific. Mary is a member of the American and Pennsylvania Institutes of Certified Public Accountants, the Chair of PrimeGlobal International Tax Group - North America and ATHENA Trustee and Capital Campaign, ATHENA Host Committee Member, United Way of Allegheny County Women’s Leadership Council Member and holds a B.S.B.A. in Accounting, from Duquesne University.
Monday, January 6, 2014

Registration: 9:30 AM – 10:00 AM
Program: 10:00 AM - 12:00 PM
Lunch: 12:00 PM - 1:00 PM
Program: 1:00 PM - 2:30 PM
CPE: 4 CPE Hours

Location: Doubletree by Hilton at the Pittsburgh Monroeville Convention Center
101 Mall Boulevard Monroeville, PA 15146

Members: $75 (includes lunch!)
Non-Members: $100 (includes lunch!)

Upcoming Luncheon Meeting
This session will discuss Root Cause Analysis and how to apply the concept to deliver value added results that can be useful in performing audits as well as investigating fraudulent or potentially fraudulent activity.

Speaker Bio:

Presented by Steven R. Melletz CPA, CIA, CGMA

Steve is currently a member of the IIA Pittsburgh Chapter Board of Governors and the SVP, Internal Audit for First Commonwealth Financial Corporation where he directs the Financial Audit area. Steve previously created and directed an Internal Audit department for a publicly traded marine transportation company where he was the Chief Audit Executive for over five years prior to the company being acquired.

Steve is a Certified Public Accountant in three states, a Certified Internal Auditor and a Chartered Global Management Accountant. He holds a bachelor’s degree in International Business with a concentration in Finance from The George Washington University and an MBA in Accounting from Rutgers University. Steve has over 23 years of experience in accounting and finance including over 15 years in audit, 10 in banking and financial services which includes time in public accounting and with the FDIC.
Monday, February 3, 2014

Registration: 7:30 AM – 8:00 AM
Program: 8:00 AM - 12:00 PM
Lunch: 12:00 PM - 1:00 PM
Program: 1:00 PM - 5:00 PM
CPE: 8 CPE Hours
Location: Rivers Club, One Oxford Center
301 Grant Street, Pittsburgh, PA 15219

Members: $100 (includes lunch!)
Non-Members: $150 (includes lunch!)

Register before January 3, 2014 for the early bird discount!
Members: $75 (includes lunch!)
Non-Members: $125 (includes lunch!)

Course Description

This class is for all individuals who desire to improve their business writing skills. The class topics include the building blocks of writing to achieve results, determining audience and purpose, mindmapping, transparent structure, cutting the clutter, making sentences make sense, active/passive voice, evaluating writing examples, agreement with antecedents, subject/verb agreement, parallel construction, editing, proofreading, and email communications.

What you will gain from this seminar:

- Discover the building blocks of writing to achieve results
- Use the building blocks to evaluate all forms of writing
- Practice using the mindmapping tool for organizing your thoughts
- Learn how to use transparent structure
- Practice cutting the clutter and editing run-on sentences
- Learn the difference between writing in active vs. passive voice
- Learn basic grammar rules
- Learn the basic components of editing and proofreading
- Learn how to avoid the mistakes of using email
Writing to Achieve Results Event, cont.

Course Outline

I. MACRO ISSUES
   A. The Building Blocks of Writing to Achieve Results
   B. Writing Basics - Audience & Purpose
      1. Want Ad Exercise
      2. The Costs of Not Getting Results
      3. Five Key Writing Questions
   C. Critical Thinking - Organizing For Results
      1. Point Of View vs. Viewing Point
      2. Collection Letter
      3. Mindmapping
   D. Transparent Structure
      1. Transparent Structure Exercise
   E. Cutting the Clutter
      1. Examples of Redundancies
      2. Editing Redundant Words Exercise
      3. Deming Diagram - Analogy to the Writing Process
   F. Making Sentences Make Sense
      1. Run-On Sentences Exercise
      2. Cluttered Sentences Exercise
   G. Active/Passive Voice
      1. Active/Passive Voice Exercise
      2. Active/Passive Voice Comparison
   H. Evaluating Examples – Where the Rubber Meets the Road

II. MICRO ISSUES
   A. Agreement with Antecedents
      1. Antecedent Exercise
   B. Getting Verbs to Agree With Their Subjects
      1. Subject/Verb Agreement Exercise
   C. Parallel Construction
      1. Parallel Construction Exercise

III. EDITING & PROOFREADING
   A. Editing
      1. The Six Most Common Editing Problems
      2. The Six Most Useful Editing Techniques – Exercises
   B. Proofreading
      1. The Seven Most Common Proofreading Problems
      2. The Six Most Useful Proofreading Techniques – Exercises
   C. Reviewing Everything We Have Learned
      1. Exercise - Find the 25 Errors
      2. Proofreading Matrix
      3. Final Checklist

Speaker Biography

William Woodington

Bill spent 18 years managing the Learning & Development (L&D) function for Wells Fargo Audit & Security, and is based in Minneapolis. He is a CPA, CIA, and CRMA, with a bachelor’s degree in Accounting and a master’s degree in Finance. Bill is also a member of the Institute of Internal Auditors (IIA) and American Society for Training & Development (ASTD). He spent four years as an Audit Specialist supervising audit projects prior to moving into the L&D position. Prior to that, Bill worked for First Bank System and Deloitte and Touche. Bill was responsible for teaching the core curriculum classes (New Hire Orientation, Auditor In-Charge Training, CIA Exam Review, Effective Writing, Situational Leadership, and Leadership 101) to Wells Fargo’s Audit staff. He was also responsible for developing and delivering virtual training related to audit topics, and managing Audit & Security University at Wells Fargo. Bill has taught seminars for the Institute of Internal Auditors (IIA) and MIS Training Institute (MISTI). He is certified by the IIA to teach CIA Exam Review. He is also certified by the Ken Blanchard Companies to teach Situational Leadership II.
Greetings,

The holiday season is upon us and it is also time for catching up on CPE credits before the end of the year. The Pittsburgh Chapter of the IIA is offering an all-day Tax and Ethics seminar on December 2\textsuperscript{nd} to help our CPA members with their CPE requirements before the end of the calendar year.

The current Chapter Year is moving along with great success. We hope that you have had an opportunity to join us at one of our monthly events. If not, there are more events coming and we hope to see you there.

The Pittsburgh Chapter is working on several initiatives to provide even greater service to the membership. Some things to look for in the future are:

1. Online event registration and payment to make signing up and paying for events as easy and convenient as possible.

2. A new and improved programming schedule that will provide all the members with as much information as possible and as far in advance as possible so we can help all the members meet their continuing education needs.

3. More CPEs available in planned events during each chapter year. The Pittsburgh Chapter is striving to provide as many CPE credits each year as possible with a goal of at least 40 CPE per year being offered for the membership.

4. At least one free CPE event each Chapter Year. The success of the Chapter is the success of the membership and giving back to the members is one of our main goals.

It is the mission of the IIA chapters to serve the membership. The Officers and Board of Governors all are working hard to make sure we meet this goal in everything we do. As always, please let us know how we can be better. Do not hesitate to contact me directly at mitchama@duq.edu.

Happy Holidays and Happy New Year,

Aaron Mitcham, CPA, CISA, CISSP  
mitchama@duq.edu

2013-2014 President, Pittsburgh Chapter
First place presentation - $500; Second place - $350 and Third Place $150.

Judging: Judging based on IIA members in attendance at the meeting scheduled for mid-March, 2014. Criteria for judging to be determined.

Location: Schneider Downs, One PPG Place, Pittsburgh, PA

Topics: Topics will be assigned to teams on a first come first served basis. There will be no repeat topics.

Presentations: All presentations should be 10 to 15 minutes in length and submitted to trott@duq.edu one week prior to the scheduled presentation date in March. Six to eight presentations will be selected. Presentation teams should be three to six students. All AV equipment will be provided to the students.

Questions: Please call Val Trott-Williams at trott@duq.edu.

Potential Topics

(1) What is Internal Audit’s (IA’s) role in corporate governance?
   a. Subtopics
      i. Audit of assurance of governance
      ii. Consultative project

(2) What role does IA have within the ERM process?
   a. Subtopic
      i. Describe IA’s role, management’s role and the external audit’s role

(3) What is the use of Data Analytics within Internal Audit?

(4) Identify fraud risks
   a. Subtopics
      i. How IA should audit the fraud risks
      ii. How management should prevent/detect the fraud risks

(5) Conduct a mock interview with an audit client
   a. Role playing

b. Pick an audit area

b. Assign one member of your group as the auditee and one or two members as auditors

c. Explain other audit evidence needed in conducting the audit

(6) Describe the IIA International Professional Practices Framework (IPPF)
   a. Subtopics
      i. Mandatory guidance
      ii. Optional guidance

(7) What are the elements of an effective internal audit report?

(8) Explain the role of the Audit Committee with IA.

(9) Social Media
   a. Subtopics
      i. What are the audit risks with social media for a company?
      ii. How does social media assist professional organizations such as the IIA?
(10) Internal audit often is involved with risk mitigation and compliance audits. Describe:
   a. Effectiveness of compliance audits when combined within the IA function
   b. Impact on the IA department
   c. Impact on independence of the IA department

(11) Describe the updated COSO framework and how it would impact an annual IA plan.

(12) Reach out to three IIA professionals employed at different organizations. Conduct an interview with those professionals regarding:
   a. Current audit risks for their organizations
   b. Size and structure of their audit department
   c. Current projects they are conducting
   d. What continuous auditing processes due they have employed? Are they effective?

(13) Describe an integrated audit with IT and operational auditing.

(14) Submit your own topic (subject to approval by the Academic Relations Committee).

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Student Service Award

One award in the amount of $300!

This award is intended to recognize a college student who is enrolled as a sophomore or junior Accounting or related business major who excels in service related activities including leadership roles. Additionally, this student will be invited to participate in the IIA College and University Relations Committee. Applications for the Outstanding Accounting Student Achievement Award detailed on the next page will also be considered for the Student Service Award.

As part of the committee the goals and objectives of the student are:

✓ Attend the committee working meetings
✓ Author a column for the IIA newsletter on student related matters or other current topics
✓ Organize local campus events at their school and possible other schools
✓ Invite IIA professionals to speak at campus events or within the classroom
✓ Become an IIA student member* and be an advocate for other students

The term for service is one year.

*membership fee provided by the IIA chapter
INSTITUTE OF INTERNAL AUDITORS
OUTSTANDING ACCOUNTING STUDENT ACHIEVEMENT AWARD

One award in the amount of $1,000 and a second award in the amount of $500!

The Pittsburgh Chapter of the IIA is pleased to announce its Outstanding Accounting Student Achievement Award. One award in the amount of $1,000 and a second award in the amount of $500 will be given to an undergraduate junior, senior or a graduate Masters of Accountancy (MACC) student with a declared concentration in either Accounting, Accounting Information Systems or business related field and who have expressed an interest in Internal Auditing.

The Outstanding Accounting Student Achievement Awards are intended to honor two students who have made substantive contributions to the university and/or the community through involvement in professional and/or community service while maintaining excellence in her/his studies and demonstrating leadership. Neither financial need nor other scholarships/grants will be considered in the selection of the recipient.

Selection Criteria:
G.P.A. of 3.5 or higher
Significant professional or community service
Leadership positions

Application Materials:
1. One page student essay outlining qualifications for this award and understanding of Internal Audit and its role in business operations
2. Resume
3. Transcript or GPA provided

Selection Committee:
IIA University & Academic Relations Committee

Application Deadline: December 13, 2013
Announcement of Awards: January 10, 2014

Applications can be emailed to trott@duq.edu or mailed to:
Val Williams
600 Forbes Ave
Rockwell Hall
Pittsburgh, PA 15282
The Western PA IIA chapter partnered with the Pennsylvania Institute of Certified Public Accountant (PICPA) to hold the annual case competition. The Annual Case Competition is an interactive, educational, collaborative event that challenges students to work with peers to analyze data, develop ideas, and communicate findings.

This year’s case study focused on a retail revenue cycle controls and possible areas of weaknesses and fraud. The students assessed business controls as well as IT system controls to make recommendations for improvement.

Fifteen teams participated in the competition and submitted written case entries. Case entries were judged by members of the IIA and PICPA. Of the fifteen team written entries from three different Universities, six team entries were chosen for a second round of competition in which teams made oral presentations to judges made up of volunteers from the IIA and PICPA. The winning team of 3 to 5 participants received $1,000 in cash scholarships, the second place team $600 in total, and the third place $300 in total.

The winners of the IIA and PICPA college case competition are as follows:

1st Place - Point Park: Khouanchay Krueger, Darlene Brusco, Ingrid Docherty, and Nabat Mammedova.
2nd Place - Duquesne University: Elise Carter, Sarah Cubarney, Robert Gasior, Dominic Venditti.
3rd Place – Carlow University: Rachel DeCello, Jessica Meyer, Dan Lapevic.

Congratulations!
Unlock Your Door to Opportunity with IIA Global Certifications

- Certified Internal Auditor (CIA)
- Certified Governmental Auditing Professional (CGAP)
- Certified Financial Services Auditor (CFSA)
- Certification in Control Self-Assessment (CCSA)
- Certification in Risk Management Assurance (CRMA)

For more information regarding professional certifications, please visit: 
https://na.theiia.org/certification/Pages/Certification.aspx
How do you explain your role as an internal auditor to others? Normally when I tell people that I’m an auditor, I get a mixture of responses such as “Oh ok”, “That's nice”, and “Why that profession”. If they proceed to inquire about my job after those responses I tell them that internal auditors are meant to ensure that the check and balances that companies put in place operate as intended.

What is your proudest moment professionally and why? My proudest moment professionally was on June 8, 2012, when I learned that I passed the final part of the CPA Exam. Knowing that the countless hours of studying, multiple cups of coffee, and immense stress were worth it, means the world to me.

As a child, what did you want to be when you grew up? Now this is going to sound a bit nerdy but I wanted to major in accounting when I got to college and work for the Big Four after I graduated. When I grew up I ended up double majoring in Accounting and Finance at the University of Pittsburgh and started my career at PwC.

In what event would you win an Olympic gold medal? If there was one event that I would have even the slightest shot at competing in let alone winning a gold medal it would probably be curling.

Join the Team!

The IIA Pittsburgh Chapter has multiple positions available for you to GET ACTIVE!

- **Assistant Treasurer**
  The Assistant Treasurer will take over as the Treasurer next year!

  Responsibilities include participating in the monthly IIA finance process and attending IIA Pittsburgh Chapter Finance meetings including the meeting to be held on Monday, December 16th. A time commitment of approximately 1 – 2 hours per month is expected.

  Please contact Richard Korey for more information at rkorey@bc.pitt.edu.

- **Other Positions**
  Please contact Aaron Mitcham (mitchama@duq.edu) for information!
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 a group membership, employment opportunity ads are FREE OF CHARGE! See below for our advertising policies and rates.

EMPLOYMENT OPPORTUNITIES

Employment advertisements for member companies are free of charge.

Employment advertisements for non-members:

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

Employment advertisements for employment agencies and professional services providers:

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

OTHER ADVERTISEMENTS

Advertising for services or products:

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

- Advertisements will only be sent to members via direct e-mail when included in the monthly or summer chapter newsletters.
- Advertisements are not to be sent directly to members via e-mail or postal mail.
- Advertisements will also be posted on the chapter website as part of the newsletter.

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.
Internal Auditor, Senior II
UPMC Corporate Services

Job ID: 2045335
UPMC Corporate Services is hiring a full-time Internal Auditor, Senior II to help support the Internal Audit Department for its UPMC Corporate Services downtown location. The Internal Audit Senior II is responsible for evaluating healthcare risks to the company and consulting with management to identify process improvements and operational efficiencies. The Internal Auditor will deliver internal audit activities to assure they are conducted according to professional standards with the goal of maximizing value for the company.

Current activities include audit engagements throughout the system, data analytics, process improvement projects, special investigations and special projects as requested by management. This position will be expected to allocate their time to multiple projects and assignments concurrently and will be responsible for completing planning, fieldwork execution, report writing, workpaper completion, and follow-up monitoring. The Internal Auditor will present audit conclusions and value added recommendations to management that reflect an understanding of company objectives and capabilities, control requirements, and industry best practices to facilitate change in a constructive and collaborative manner. The position is responsible to collaboratively share skills with other staff when appropriate. The position will work Monday through Friday, standard business hours.

Basic Qualifications
- Bachelor's Degree with a major in accounting or other related field;
- Minimum of three years experience with a CPA or CIA or five years with a CMA in risk and control focused areas such as accounting or internal auditing required;
- Relevant professional certification is required.

(OR)

- Bachelor's Degree with a major in accounting or other related field.
- Minimum eight years experience in related risk and control focused areas such as accounting or internal auditing or equivalent experience in a health care field is required.
- Relevant professional certification preferred.
- An advanced related degree and/or Six Sigma Certification are preferred.

- Strong technical skills, including superior knowledge in Access, Excel, Power Point, Visio and SharePoint.
- Knowledge of industry standard project management tools, methods and reports.
- Good understanding of risk analysis and process improvement.
- Strong verbal and written communication skills with the ability to work effectively with all levels of the organization.

UPMC offers a variety of benefit options designed to provide personal security, convenience, and assistance to you and your family.

We welcome you to view the complete job description and apply today at http://bit.ly/2045335.

What’s next? Network With Us! Join UPMC Careers on Facebook and Twitter for an inside look at UPMC.

EOE.
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We’re on the Web!
Visit our Chapter Page:
IIA Pittsburgh Chapter

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www.linkedin.com
“Institute of Internal Auditors Pittsburgh”

If you are interested in sponsoring our website, please contact the Webmaster.