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Upcoming Chapter Event
Tuesday January 21, 2013

Root Cause Analysis to Deliver Value-Added Results

Location: Doubletree by Hilton at the Pittsburgh Monroeville Convention Center

Address: 101 Mall Boulevard Monroeville, PA 15146

Registration: 9:30 AM - 10:00 AM
Program: 10:00 AM - 2:30 PM
Lunch: 12:00 PM - 1:00 PM

CPE Available: 4 Hours

Registration: E-mail your reservation to Gina Dutkovich at: G Dutkovich481@dollarbank.com

Fees: IIA Members - $75 (includes lunch!)
Non-Members - $100 (includes 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.
Registry: Contact Gina Dutkovich at: GDutkovich481@dollarbank.com to make a reservation!

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.
Root Cause Analysis to Deliver Value-Added Results

Tuesday, January 21, 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!)

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
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

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.
Since Dodd Frank Act was enacted, there are many new regulations that have already impacted the financial services industry. But it’s not over. The regulatory bodies are still finalizing more rules. The objective of this seminar is to highlight the most significant rules to-date and anticipate those that can be expected in subsequent years. The objective of this seminar is to provide compliance and internal audit professionals with the general awareness of the myriad of new rules that were enacted under the Act, to facilitate and enhance risk identification and assessment as part of compliance programs, annual audit planning, and engagement planning, along with resource planning and audit committee education.

David Faraone is a Manager at PricewaterhouseCoopers with diverse technical experience in applying hardware and software solutions to safeguard business intellectual property. As a manager of information systems he has developed and incorporated countermeasures that thwarted internal and external threats to corporate systems. As the head the of cyber security for multiple firms, he has directed the efforts for IT defense in depth initiatives. David has designed and implemented security policies for complex IT systems across international borders. He is keenly astute of international attempts to circumvent security measures, and on more than one occasion has demonstrated this by employing technology to subvert corporate espionage incidents emanating from Asia. On the home front David has established effective disaster recovery and business continuity plans. David has also mitigated the loss of financial and technical information by constructing need to know internal IT controls.

David has broad business acumen with industry experience in the manufacturing, environmental services, education, banking, finance, and venture capital sectors. He has accepted leadership roles of increasing responsibility as the Global IT Cyber Security Manager and the Director of IT Security. David has served on the advisory board at Pittsburgh Technical Institute and holds more than 10 current IT industry certifications.
Data Governance

Monday, April 7, 2014

Registration: 9:30 AM – 10:00 AM
Program: 10:00 AM - 2:00 PM
Lunch: 12:00 PM - 1:00 PM
CPE: 3 CPE Hours
Location: American Eagle Outfitters
77 Hot Metal Street, Pittsburgh, PA 15203

Members: $50 (includes lunch!)
Non-Members: $75 (includes lunch!)

Program is limited to 50 seats!

Course Description

Organizations are rapidly adopting Data Governance solutions to address and overcome business issues and challenges associated with data quality. Data Governance is defined as the organizing framework for aligning strategy, defining objectives, and establishing policies for enterprise information to achieve data quality standards. An integral deliverable of a Data Governance initiative is to provide transparency of how data is structured based on defined rule sets in order to provide accurate real-time organizational intelligence.

This session will cover key areas of Internal Audit involvement in the implementation of a Data Governance program and the strategies that Internal Audit can execute to assess the effectiveness of controls within the program.

Speaker Bio

David Faraone is a Manager with diverse technical experience in applying hardware and software solutions to safeguard business intellectual property. As a manager of information systems he has developed and incorporated countermeasures that thwarted internal and external threats to corporate systems. As the head of cyber security for multiple firms, he has directed the efforts for IT defense in depth initiatives. David has designed and implemented security policies for complex IT systems across international borders. He is keenly astute of international attempts to circumvent security measures, and on more than one occasion has demonstrated this by employing technology to subvert corporate espionage incidents emanating from Asia. On the home front David has established effective disaster recovery and business continuity plans. David has also mitigated the loss of financial and technical information by constructing need to know internal IT controls.

David has broad business acumen with industry experience in the manufacturing, environmental services, education, banking, finance, and venture capital sectors. He has accepted leadership roles of increasing responsibility as the Global IT Cyber Security Manager and the Director of IT Security. David has served on the advisory board at Pittsburgh Technical Institute and holds more than 10 current IT industry certifications.
The IIA Indianapolis Chapter invites you to the 2014 Central Regional Conference (CRC) to be held at the Hyatt Regency in downtown Indianapolis from May 18th to May 21st. The city will host one of the largest sporting events in the world with the Indianapolis 500 later that same week. As such, the CRC is themed Racing to Relevance!

Conference Agenda:

The CRC kicks off Sunday with two pre-conference activities: a CIA exam preparation workshop in the afternoon and welcome registration in the evening.

On Monday, Senior Vice Chairman of the IIA North American Board and the Virginia Department of Alcoholic Beverage Control’s Director of Audit John Wszelaki will take the stage with the first of four general sessions. Then over the course of two days, more than 32 concurrent sessions will be available in five educational tracks:

- IT Audit and Information Security
- Financial and Process Based Auditing
- Governance, Fraud, and Ethics
- Specialty Topics
- CIA Review Course

The last day of the CRC features two general sessions in the morning led by COSO Chairman Emeritus Larry Rittenberg and CAE panelists from Wendy’s, General Motors, Humana, and State Farm. On Wednesday afternoon, there will be two post-conference events: a CIA exam preparation workshop and CAE roundtable.

Register before March 21, 2014 to take advantage of the early bird registration price: $595 for IIA members and $695 for non-members, or call +1-407-937-1111 for group pricing. The CIA Review Course has an additional fee of $205 per part.

Rooms at the Hyatt Regency Indianapolis are available at a special rate of $159 plus tax per night for reservations made before April 28, 2014.

Please visit www.theiia.org/goto/CRC2014 for more details and to register. And follow the CRC on Twitter!
Happy New Year!!!

The Chapter year is already half completed and the Pittsburgh Chapter is ready to start the New Year off right. The second half of the Chapter year should be one no member should miss. I invite all Chapter Members to join us for the seminars and events being hosted over the upcoming months.

The events we have planned for the remainder of this Chapter year are highly sought after trainings, to include Report Writing, Root Cause Analysis, Data Governance and Fraud. So while we are all trying to stay warm, join us for these and other events.

As always we want your feedback and ask that you communicate your ideas, thoughts and concerns to us. Please feel free to email me directly at mitchama@duq.edu.

We look forward to seeing you at the Chapter events.

Sincerely,

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

2013-2014 President, Pittsburgh Chapter

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Join the Team!

Want more from your IIA membership?

There are multiple opportunities for you to become a more ACTIVE member of The IIA Pittsburgh Chapter!

Please contact Aaron Mitcham (mitchama@duq.edu) for information for how you can get involved!
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
What advice do you have for individuals who are new to the profession? Don’t be afraid to ask questions and work hard right out of the gate. There is a wealth of knowledge that can be gained during the first few years of your career. This knowledge will establish a strong foundation that can be carried throughout your career.

What obstacles do you face in achieving results at work and how do you overcome them? I think the term “audit” is stigmatized. This can be a challenge when convincing other business units within the company that we, as auditors, are there to add value and not hinder. I found that the best way to overcome this misconception is to clearly state my objectives, be cognizant of their time, and, when all else fails, bake them cookies.

What is your favorite vacation destination and why? When I need to get away, I like to drive until I run out of exits (on the Jersey Turnpike). My family and I have been going to Cape May, NJ, Exit 0, my whole life, so it has become a second home to me. I like to walk around looking at the old Victorian homes and boogie board in the waves.

We understand you transitioned from external audit to internal audit. Why does the internal audit role appeal to you more? Transitioning into internal audit allowed me to gain a wider understanding the companies I work on as a whole. I have the opportunity to see companies not just through the eyes of the accounting department and accounting cycles, but also inventory management, human resources, payroll, etc. Internal audit allows me to help companies improve; which gives me satisfaction in my job.

If you were to go to a college campus to promote internal audit, what would you tell the students? I would encourage students to try Internal Audit by explaining that internal audit helps companies improve by identifying weaknesses and providing feedback on how to improve their company’s control environment and/or processes. I would also tell students about my experience in external audit and the reasons I truly enjoy IA.

What is your favorite winter Olympics sport and why? My favorite Olympics sport is Figure Skating because the tricks that Olympic skaters can do amaze me.

What are three things that are always in your refrigerator? You will always find Olives, hot sauce, and pickles in my refrigerator.
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.
Open Position Posting

Position Title: Senior Internal Auditor
Department: Internal Audit
Location: Cranberry Township, PA
Requisition Number: 333

Description of duties and responsibilities:
This position reports to the Director of Internal Audit and is responsible for planning and performing internal audits and internal control assessments of Mine Safety Appliances Company (MSA) and its affiliates as well as providing assistance to MSA’s external auditors. Duties and responsibilities include, but are not limited to, the following:

• Perform internal audits of MSA and affiliates. This includes determining audit work in accordance with the annual internal audit plan, planning the audit and performing audit test work, supervising other auditors when necessary, identifying control weaknesses, developing recommendations for improvements, conducting exit conferences with management, and preparing and distributing internal audit reports.
• Perform Sarbanes-Oxley (SOX) Section 404 Internal Control Assessments. This includes process documentation, identification and testing of key controls, determination and remediation of weaknesses, external auditor coordination, and all appropriate communication.
• Assist MSA’s external auditors with audit procedures.
• Participate in special projects, as directed by the Internal Audit Director, Senior Management, or the Audit Committee. Such projects could include: investigation of reported ethics violations, analysis of accounting records, analysis of business processes, examination of supplementary information, interviews with MSA associates and management, preparation of special reports, fraud reviews, and assistance with MSA’s enterprise risk management program.
• Up to 40% travel required (includes international travel).

Special knowledge, skills and abilities required:
• Must have knowledge of accounting, auditing, U.S. generally accepted accounting practices (GAAP), and SEC financial reporting requirements.
• Knowledge of Sarbanes-Oxley Section 404 Internal Control Assessments.
• Comprehensive knowledge of operational and financial reporting processes.
• Excellent planning and organizational skills.
• Must have strong computer skills – MS Office suite.
• Must possess strong verbal and written communication skills.

Education and experience required:
• Bachelor’s degree in Business, Accounting, Finance or related discipline.
• 2 or more years of auditing experience
• 4 or more years of total relevant experience
Preferred:
• Advanced degree (MBA)
• Certified Public Accountant (CPA) or Certified Internal Auditor (CIA)

If you are interested in this position and meet the above requirements, please apply through the MSA Career Center at https://us.msasafety.com/careers. You may search for this position by using the requisition number referenced above.
## Pittsburgh Chapter Committees

### Officers
- **Aaron Mitcham**, President  
  mitchama@duq.edu  
  412-396-5098
- **Dawna Fisher**, 1st VP  
  Dawna.fisher@fhlb-pgh.com  
  412-288-7328
- **Stefanie Dixon**, 2nd VP  
  dixonsn@westinghouse.com  
  412-374-5235
- **Steve Sloan**, Treasurer  
  SteveSloan@gmail.com  
  412-288-5470
- **Val Trott-Williams**, Secretary  
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  412-396-5700

### Board of Governors
- Jonathan Bentrim
- Beth Bodner
- Julie Caponi
- Diana Froats
- Eleni Lucido
- Steven Melletz
- Jeffrey Mitchell
- Jim Risbon
- John Slowey
- Jeanine Trumbetta
- Jim Yard
- Meghan Concepcion – Past President
- Nicole Saldamarcio – Past President

### Committee

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson</th>
</tr>
</thead>
</table>
| Academic Relations | Jessica Miller  
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| Editorial / Newsletter | Stephanie Taylor  
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| Hospitality       | Gina Dutkovich, 412-261-8129  
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| Volunteers        | Richard Korey  
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| Social Media / Website | Sarah Flannery  
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  flannerys@upmc.edu |

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