Schedule for Chapter Meetings & CPE Opportunities

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Topic</th>
<th>Topic Description</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/8/2016</td>
<td>Tue</td>
<td>Fraud</td>
<td>How to conduct Investigations</td>
<td>Rachel Snell, CAE, Coastline Community College District</td>
</tr>
<tr>
<td>1/24/2017</td>
<td>Tue</td>
<td>AGA Joint</td>
<td>TBD</td>
<td>Karen Johnson, Chief Deputy Director, CA DHHS</td>
</tr>
<tr>
<td>2/23/2017</td>
<td>Thur</td>
<td>Continuous Auditing</td>
<td>Continuous Auditing</td>
<td>Andrew Wheatley, CAE, ServiceNow</td>
</tr>
<tr>
<td>3/21/2017</td>
<td>Tue</td>
<td>ISACA Joint</td>
<td>Third Party Risk</td>
<td>Weston Nelson, IT Practice Leaser, Moss Adams</td>
</tr>
<tr>
<td>4/18/2017</td>
<td>Tue</td>
<td>Risk Assessment</td>
<td>Risk Assessments: Deep Dive</td>
<td>Steven Proctor, CAE, Flextronics</td>
</tr>
<tr>
<td>5/25/2017</td>
<td>Thur</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Price:** Members $25 (IIA, ISACA, AGA, ACFE) and Non-Members $45

[https://chapters.theiia.org/sacramento/Events/Pages/default.aspx](https://chapters.theiia.org/sacramento/Events/Pages/default.aspx)
**Mark your calendars!**
Speakers & Topics are pending

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>November 2, 2016</td>
<td>TBD</td>
<td>VSP HQ2</td>
</tr>
<tr>
<td>January 12, 2017</td>
<td>TBD</td>
<td>VSP HQ2</td>
</tr>
<tr>
<td>February 15, 2017</td>
<td>TBD</td>
<td>VSP HQ2</td>
</tr>
<tr>
<td>March 9, 2017</td>
<td>TBD</td>
<td>VSP HQ2</td>
</tr>
<tr>
<td>April 5, 2017</td>
<td>TBD</td>
<td>VSP HQ2</td>
</tr>
<tr>
<td>May 11, 2017</td>
<td>TBD</td>
<td>VSP HQ2</td>
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</table>
New Job?
7 Tips to Soar Through Your First 90 Days

Between meeting new people and mastering different software, the start of a finance or accounting job is a busy and exciting time. However, you’re not the only one learning. Your new boss and colleagues are watching and scrutinizing your performance during the first few months to learn whether you’re a keeper.

How long do most employers take to decide whether new hires will make the cut? According to a recent Robert Half Finance & Accounting survey, up to 90 days is common. The majority of CFOs interviewed — 54 percent — give newcomers between one and three months to prove themselves, and 9 percent allot less than 30 days.

This means you have little time to make a solid impression when beginning a new accounting position. Here are seven tips to help you make the best first impression:

1. **Get a head start.** Your first day on the job may be the official start date, but don’t let that be when you start to learn about the position or the company. You will have already investigated the employer as part of your job search. Now that you’ve accepted the job offer, go further:
   - Read up on the company’s main competitors.
   - Familiarize yourself with the accounting platforms you’ll be using.
   - Go on the company’s website and start memorizing future colleagues’ faces and names.

2. **Be more than prompt.** Demonstrate your dedication to the new job by not just showing up on time, but early. Not only will your boss be impressed by your enthusiasm and commitment, but you can use the extra 10 to 15 minutes to plan your day, study onboarding materials, review training notes and jot down questions or comments you have about the position or company.

3. **Ask for help.** Some new employees think asking questions might make them appear amateurish. While you don’t want to be repetitive or a nuisance, you do need information that veteran employees take for granted. Take advantage of the leeway you’ll be given at the start of your probation period to learn as much as you can. In most cases, your colleagues would be happy to help and share their knowledge. Asking for help is also a good way to get to know your coworkers and build relationships.

4. **Watch your business etiquette.** Good manners are always important in a workplace setting, but they’re especially key during when you are beginning a new job. The last thing you want is to commit a faux pas that makes your boss and colleagues think less of your capabilities or question whether you’ll be easy to work with.

Here are a few etiquette tips to keep in mind:
   - Say “please” and “thank you.”
   - Practice good cubicle etiquette, such as respecting your coworkers’ space and office supplies and keeping noise to a minimum.
   - Polish up your conference call etiquette. A good rule of thumb is to pay attention to what your supervisor and coworkers do, and follow their lead.

(continued on next page)
5. Steer clear of politics. The longer you’re in your new job, the more likely you’ll encounter office politics. It’s best to listen and learn but not get involved or take sides, most especially during your first 90 days.

The same goes for discussions about local and federal elections. While a recent Accountemps survey shows some workers feel that talking politics at work could be informative, the majority believe these discussions can get heated and offend others.

6. Be social. Your new coworkers’ feedback plays an important part in letting managers know whether you’re a good match for the corporate culture. One way to quickly fit into your new workplace is to be friendly and outgoing. So accept those invitations for coffee or after-work drinks, even if you’re a natural introvert.

Rather than eating at your desk all the time, take a lunch break with coworkers or non-finance colleagues. The deeper your professional relationships, the better you’ll fit in at the new workplace.

7. First adapt, and then improve. One of the reasons you were hired was for your expertise. However, the first few months as a new hire is not the time to be a know-it-all. Rather, this is a time to watch, ask questions, listen and learn. Only after you understand the new employer’s methodologies and culture should you suggest changes.

It’s in everybody’s interests that you thrive in your job and settle in as a valued member of the team. Let your boss and colleagues know you’re a keeper by demonstrating enthusiasm, professionalism and diplomacy.

This article is provided courtesy of Robert Half Management Resources, the premier provider of senior-level accounting, finance and business systems professionals to supplement companies’ project and interim staffing needs. The company has more than 145 locations worldwide and offers online job search services at www.roberthalfmr.com. Follow our blog at blog.roberthalfmr.com.
Congratulations SAC IIA Chapter on a successful conference!

Thank you, Gigi & team, for your effort and commitment!

Mabel Lum with Sunera speaker and sponsor.

Festsive times at the check-in table
Conference sponsor tables (above) and the view from my last seminar of the day (below).
The City of Oakland - Office of the City Auditor

The City Auditor’s office is recruiting for a Senior Auditor.

Offices are located in Oakland City Hall and easily accessible by Amtrak Capitol Corridor and BART (City Center - 12 street station).

How to Apply:

1. Ensure that you meet the Minimum Qualifications. A more in depth review of the duties and responsibilities can be found on the job bulletin [http://agency.governmentjobs.com/oaklandca/default.cfm](http://agency.governmentjobs.com/oaklandca/default.cfm)

2. Posting closes Friday, October 7, 2016.

See the Chapter website for additional job opportunities at [https://chapters.theiia.org/sacramento/Careers/Pages/default.aspx](https://chapters.theiia.org/sacramento/Careers/Pages/default.aspx)
Job Posting

<table>
<thead>
<tr>
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<th>29718941</th>
<th>Entry Level:</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>STAFF INTERNAL IT AUDITOR I</td>
<td>Job Type:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Company Name:</td>
<td>Golden 1 Credit Union</td>
<td>Min Education:</td>
<td>BA/BS/Undergraduate</td>
</tr>
<tr>
<td>Industry:</td>
<td>Banking and Financial Services</td>
<td>Min Experience:</td>
<td>2-3 Years</td>
</tr>
<tr>
<td>Job Function:</td>
<td>IT Auditor</td>
<td>Required Travel:</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location(s):</td>
<td>Sacramento, California, United States</td>
</tr>
</tbody>
</table>

CONTACT INFORMATION

Contact Person: --  Phone: --
Email Address: --  Fax: --
Apply URL: http://bit.ly/29XnROx

Job Description

STAFF INTERNAL IT AUDITOR I

GENERAL DESCRIPTION: Under the direction of the Manager – IT Audit & Data Analytics, responsible for coordinating and executing general and information technology audits including operations, applications, operating systems, database systems, host systems (teller platform), PC security systems, network systems, and telecommunications. This includes working with information technology personnel to identify risks, and to collaborate with management on observations and recommendations to strengthen controls, draft reports with observations and recommendations, and document work performed. Will also serve as an internal audit staff resource on operational, financial and compliance audit assignments impacted by information system risks and/or IT controls and data integrity. Must demonstrate collaborative nature in working with client and team members to communicate and develop mitigation strategies to address risks identified.

TASKS, DUTIES, FUNCTIONS:
• Assist the Manager – IT Audit & Data Analytics in the development of the annual IT audit plan.
• Work collaboratively with IT audit team and management to determine and establish appropriate audit scope and control objectives for the areas under review. Evaluate the systems of control to determine the areas of highest risk using accepted risk management techniques. Develop audit plans that utilize allocated hours and resources to address high-exposure areas within audit scope.
• Execute IT audit engagements on schedule to deliver timely and accurate results.
• Maintain a thorough understanding of state and federal laws and regulations related to credit union compliance including consumer protection regulations, bank secrecy and anti-money laundering laws, and all other laws and regulations appropriate to the position.
• Design and execute IT audit programs to validate relevant control objectives, document the results, and report to management regarding the adequacy of their internal controls.
• Identify audit issues, develop collaborative audit recommendations and assist in drafting audit reports under limited supervision.
• Provide independent evaluations of IT controls, security, policies, and procedures.
• Perform and coordinate follow-up audits to determine if management has taken action to mitigate risks identified.
• Develop client relationships and foster an environment of collaboration and team work.
• Provide assistance and training to other operational and compliance audit staff members in the technical aspects of IT systems and controls.
• Assist external auditors and regulators in their annual reviews and examinations as needed.
• Prepare work papers, observations, and reports following department standards, under supervision.
PHYSICAL SKILLS, ABILITIES, AND EXERTION UTILIZED IN THE PERFORMANCE OF THESE TASKS:
• Effective oral and written communication skills required to complete audit reports and analysis and to make oral presentations to Management, and staff.
• Must possess sufficient manual dexterity to skillfully operate an on-line computer terminal and other standard office equipment, such as financial calculators, personal computer, facsimile machine and telephone.

ORGANIZATIONAL CONTACTS & RELATIONSHIPS:
INTERNAL: From Managers to Staff.
EXTERNAL: External auditors, regulators/examiners and peer groups.

QUALIFICATIONS:
EDUCATION: Bachelor’s Degree in Accounting, Finance, Information Systems or a related field.
EXPERIENCE: 2 years or more of audit experience preferred with at least 1 year of relevant IT audit experience. Experience with presenting and reporting audit results to management strongly preferred. Previous IT audit experience in the financial services industry strongly preferred.

KNOWLEDGE/SKILLS: Working knowledge and experience with general computer controls including Change Management, Access and Security, and IT Operations a must. Experience with incident management and response, disaster recovery, business continuity, data management and integrity, capacity planning, vendor management, IT project management, systems development and implementation methodologies, networking, and cybersecurity preferred. Familiarity with PCI compliance requirements a plus. Familiarity with COBIT and COSO methodology a plus. Working knowledge of FFIEC guidance strongly preferred. Strong written and oral communication skills required. Some knowledge of Internal Audit software, Team Mate preferred. Strong knowledge of Microsoft Office suite of tools, including Visio required.

PHYSICAL REQUIREMENTS:
• Prolonged sitting throughout the workday with occasional mobility required.
• Occasional travel to local and Statewide Golden 1 branches or other sites (data center, BCP) by car or public conveyance.
• Must possess sufficient manual dexterity to skillfully operate an on-line computer terminal and other standard office equipment, such as financial calculators, personal computer, facsimile machine and telephone.
• Corrected vision in normal range.

LICENSES/CERTIFICATIONS: Relevant professional certification preferred. Pursuit of Certified Information Systems Auditor (CISA) or Certified Information System Security Professional (CISSP) acceptable. Pursuit of Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) or equivalent is acceptable.

See the Chapter website for additional job opportunities at https://chapters.theiia.org/sacramento/Careers/Pages/default.aspx
# Calendar of Events

## IIA Regional Chapter Events

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Location</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>San Jose Chapter</strong></td>
<td></td>
<td>No postings online at press time.</td>
</tr>
<tr>
<td><strong>Northern CA East Bay (NCEB)</strong></td>
<td></td>
<td>No postings online at press time.</td>
</tr>
<tr>
<td><strong>San Francisco Chapter</strong></td>
<td>October 13, 2016 11:30 AM to 1 PM</td>
<td>Hyatt Embarcadero, San Francisco</td>
</tr>
</tbody>
</table>

Register at: [https://chapters.theiia.org/san-francisco/Events/Pages/default.aspx](https://chapters.theiia.org/san-francisco/Events/Pages/default.aspx)

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**2017 Western Regional Conference**  
*June 6, 2017 thru June 9, 2017*  
Anaheim Marriott  
700 West Convention Way  
Anaheim CA

**2016 ISACA Fall Conference**  
*October 24 - 26, 2016*  
Hotel Nikko  
San Francisco
The IIA Sacramento Chapter has renewed its partnership with Gleim Publications to ensure your success on the CIA exam! Working together, we will provide you the necessary study tools to prepare for this difficult exam.

Gleim provides an extensive self-study course for the CIA exam. Our most successful candidates use the Gleim CIA Review System with Gleim Online. This system combines Review Books, Test Prep software, Test Prep for Windows Mobile, audio reviews, Gleim Online and a Personal Counselor (a real live person!) to maximize your available study time. Because Gleim identifies and focuses on your weak areas, you will not spend any more time preparing than is necessary to guarantee success. The CMA Review System with Gleim Online GUARANTEES that you will pass each exam part the first time. We are here to save you time and money. Gleim has been helping CIA candidates pass the CIA Exam since 1980.

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By phone: (800) 874-5346, Ext. 131
By email: melissa.leonard@gleim.com
By fax: (888) 375-6940, attn: Melissa Leonard

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