President’s Message

Hello Everyone!

I hope your summer is going well and you are able to stay safe and cool in all of this heat. During the past couple of months, your chapter officers have been busy meeting and planning the upcoming chapter year. We appreciate the feedback received from the annual survey and are incorporating some of that feedback into our plans for next year. Hopefully we can put together a year that will serve the chapter well and continue our success.

Since this is our 65th Anniversary year, we will be including little bits and pieces of chapter history in the monthly newsletter. Our Chapter Historian, Ron Maxwell, has gathered quite a bit of information over the years to share with us, so look for it in the newsletters throughout the year to learn more about our chapter’s beginnings and what our chapter has done throughout the years. Thank you to Marnie for this great idea, and thanks to Ron for putting together all of this great information!

With this year being such an exciting milestone for the chapter, we would also like to plan a 65th Anniversary celebration banquet as a social event for our chapter members during the fall. Hopefully it will be an opportunity to give back to our membership for your continued support and participation throughout the years. We will be sending out a survey in the next week or so asking you to comment on your interest in attending such an event and your preferences on the timing and type of event.

As you will see in this newsletter, we still have some open committee chair positions and are looking for volunteers to serve. It is a great opportunity to get plugged in and serve your local chapter. Please take a look at Page 3 and let us know if you are willing to volunteer.

We have secured the facilities at ONEOK Field again next year for our monthly luncheon meetings and our first meeting is coming up on September 13th. One of our own, Tim Fawcett with Stinnett & Associates, will be presenting and we look forward to seeing all of you there!

Jason
TULSA CHAPTER INSTITUTE OF INTERNAL AUDITORS (IIA) WAS FORMED JUNE 26, 1947

The first meeting of the Tulsa Chapter IIA was held on June 26, 1947 at the Tulsa Offices of Dowell Incorporated. At the meeting, a resolution was adopted for authorization of the Chapter to be known as the Tulsa Chapter. The resolution was signed by thirteen full members in attendance. Upon motion duly made, seconded, and unanimously adopted it was resolved that the following officers and governor be and were thereby declared elected for the balance of the first Chapter year:

President               Neil Miller
Vice-President          C.J. Senger
Secretary               E.K. Holbert
Treasurer               A.E. Howard
Governor                J.W. Schoonmaker

Upon motion duly made, seconded, and unanimously adopted it was further resolved that monthly meetings be held on the second Thursday of each month, with the first meeting to be held September 11, 1947; and that nine such monthly meetings would be held during the next fiscal year.

Signed copies of the meeting minutes and adopted resolutions were mailed to:

Mr. Arthur E. Hald, President
The Institute of Internal Auditors, Inc.
120 Liberty Street
New York, New York

Dated June 27, 1947.

The Tulsa Chapter IIA was subsequently authorized as the eighteenth chapter formed within the Institute of Internal Auditors making it one of the very first and oldest Chapters in the world. The traditions established for meeting second Thursdays each month from September through May continue today.

Ron Maxwell, CIA, CFE
Historian, Tulsa Chapter IIA
Chapter Committees

VOLUNTEER OPPORTUNITIES !!! GET INVOLVED!!

These opportunities include positions for committee chairs and members.

- **Publicity**
  Develop program and publicity material that will create public awareness of the internal auditing professions, the IIA, the chapter, and the accomplishments of its members.

- **Speakers Bureau**
  To develop and maintain a list of internal audit professionals able to speak about audit-related subjects to interested organizations, associations, clubs, etc.

- **Webmaster/Website**
  To maintain the chapter Website as a repository of information that will create public awareness of the internal auditing profession, The IIA, the chapter and the accomplishments of its members designed to generate favorable interest in internal auditing and enhance the professional image of the chapter and the profession.

- **Certification**
  To encourage internal auditors and other professionals to register, prepare, and obtain certifications. To promote continuing professional development programs to current certified professionals, both members and nonmembers. To develop marketing plans and recognition programs to promote IIA certifications.

If you are interested in volunteering for the Tulsa—IIA Chapter or would like further information about the Committees and volunteering opportunities, please contact Jason Downs, President (jason.downs@magellanlp.com) or Kip Bloss, 1st Vice President (kip.bloss@wpxenergy.com).

New Ideas Are Always Welcome!
Certifications

Learn more about the various certifications offered by the Institute of Internal Auditors by clicking the icons below:

Members-Only Webinars for 1 hour CPE each:

**August 21, 2012:** IA Feature: Technology Package, Noon—1:00 p.m. CT

**September 18, 2012:** Career Management Best Practices: Are You Positioning Yourself for Maximum Success?, Noon—1:00 p.m. CT

**December 18, 2012:** Building a Better Internal Auditor: Key Competencies for 2013 and Beyond, Noon—1:00 p.m. CT

Select the webinar you are interested in for more details and registration.

**DID YOU KNOW?**

The IIA’s Certification Candidate Management System (CCMS) is an integrated software program that manages all of the certification programs for the IIA. CCMS is a self-service tool that allows candidates the ability to apply, register, and monitor their certification program status in a real-time environment.
IIA Research Foundation

The IIA Research Foundation is a powerhouse of information empowering internal audit practitioners. The Foundation provides groundbreaking research conducted by thought leaders in the profession.

The Foundation has been a driving force behind the evolution of the profession, and has delivered:

♦ Over 200 research reports covering a full spectrum of issues facing the profession
♦ Hundreds of internal audit publications, tools, and reference materials accessible through The IIA Research Foundation Bookstore
♦ Global research that can be leveraged for future projects such as the 2010 Common Body of Knowledge (CBOK) Study
♦ Grants and awards that support research by students, educators, IIA chapters and Institutes, and other curious minds looking to make a meaningful contribution to our profession.

There are many ways to support the internal audit profession through research and education. The Foundation is funded by voluntary contributions from IIA members, Institutes, and chapters. To make a donation, visit their website here.

If you are interested in the Research Committee or have suggestions for research topics, please contact our Research Chairperson, Chrissy McKeown, at Chrissy@stinnett-associates.com or 918-728-3300.

It’s Here. It’s There. It’s Everywhere You Need It to Be.

Take Internal Auditor with you wherever you go. Download Internal Auditor’s mobile edition from Apple’s App Store, Google Play, or the Amazon Appstore to access the digital edition of the magazine, daily news reports, and recent InternalAuditorOnline blog postings — all from the convenience of your iPad, iPhone, Android device, or Amazon Kindle Fire.

Are there topics you would like to see in the monthly newsletter? Please share your suggestions at marnie@stinnett-associates.com.

We are working to provide consistent features in addition to this year’s Tulsa Chapter IIA Historical Highlights you will see an updated IIA Webinar Schedule, Certification news, and various committee updates.
The Workpapers

Employment Opportunities

If your company has current job openings and would like to publish in our monthly Chapter Newsletter or on our website, please send information or questions to our Placement Chairperson, Ashley Matson, (Ashley.Matson@Stinnett-Associates.com).

Include the following:

- your company logo (if you would like it included)
- a brief description of the position, qualifications, and responsibilities
- contact information

Employment Opportunities List:

<table>
<thead>
<tr>
<th>Company</th>
<th>Opportunity</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bank of Oklahoma</td>
<td>Senior Auditor</td>
<td>Page 6</td>
</tr>
<tr>
<td>2. Cherokee Nation Businesses</td>
<td>Audit Analyst IV/V</td>
<td>Page 7</td>
</tr>
<tr>
<td>3. Cherokee Nation Businesses</td>
<td>Staff Audit I, II, &amp; III</td>
<td>Page 8</td>
</tr>
<tr>
<td>4. F&amp;M Bank</td>
<td>Senior Internal Auditor</td>
<td>Page 9</td>
</tr>
<tr>
<td>5. Magellan Midstream Partners</td>
<td>Internal Audit Specialist</td>
<td>Page 10</td>
</tr>
<tr>
<td>6. Phillips 66</td>
<td>Sr. Internal Auditor</td>
<td>Page 11</td>
</tr>
<tr>
<td>7. St. John Health System</td>
<td>IT Auditor</td>
<td>Page 12</td>
</tr>
<tr>
<td>8. Williams</td>
<td>Risk Control Specialist IV (Auditor)</td>
<td>Page 13</td>
</tr>
<tr>
<td>9. Williams</td>
<td>Risk Control Specialist II</td>
<td>Page 14</td>
</tr>
</tbody>
</table>

** Denotes a new position listing since the previous newsletter.

Bank of Oklahoma has an immediate opening for a Senior Auditor in Tulsa.

- The Senior Auditor is primarily responsible for the planning, performance and documentation of fieldwork and identification of issues for assigned audits to ensure that appropriate controls exist and procedures are in compliance with BOKF standards. Provides support to other members of the Audit Department to help them carry out their assigned audits and other tasks, and addresses other audit related issues in areas throughout the Bank, as requested.

CIA or CPA certification preferred.

Please visit the BOK Career Center for a full job description [https://oklahoma-bokf.icims.com/jobs/5758/job](https://oklahoma-bokf.icims.com/jobs/5758/job).

You may also contact Ann Morgan, Recruiting Manager, at (918) 619-1083 with further questions.
Audit Analyst IV & V

JOBSUMMARY: Responsible for assisting in planning, organizing, leading; and performing data acquisition, validation, analysis, documentation, reporting and automation of key control areas company-wide; develop, test and implement processes which leverage technology to automate control testing, identify risk, produce efficiencies, and reduce the cost and efforts of compliance and control testing related to company policies and procedures, MICS and/or SAS 115. Work involves interaction with highly sensitive and confidential information. Oversight of team members on a project basis. All audit work should conform to the Standards of the Professional Practice of Internal Auditing.

RESPONSIBILITIES: Please visit www.cherokeenationbusinesses.com for full job qualifications or to apply online. You may also contact the Tulsa Chapter IIA Placement Chair for job qualifications at Ashley.Matson@stinnett-associated.com.

QUALIFICATIONS:
Analyst IV
Experience: 5+ years of IT audit or data analysis experience or equivalent required. ACL software scripting and analytics experience required. SOX implementation and testing experience preferred
Education: Bachelor’s degree or equivalent experience (Accounting, Management Information Systems, Information Technology or related discipline).
Certification: CISA, CIA, CFE, CPA, ACDA or equivalent preferred
Supervisory/Leadership experience required

Analyst V
Experience: 7+ years of IT audit or data analysis experience or equivalent required

SKILLS AND ABILITIES:
TECHNICAL SKILLS
Advanced knowledge of the ACL Script programming language
Working knowledge of VBScript, Visual Basic for Applications and Windows-based automation tools and techniques.
Knowledge of accounting, system and auditing best practices and procedures
Knowledge of Windows server administration, CCH TeamMate, data encryption, data security, MS Office, Visio and ACL Gateway, Server, Desktop and Network Editions 9.X
Working knowledge of Active Directory, PeopleSoft, Windows XP and MS SQL, Oracle and dBase databases
Extensive knowledge of IT general controls and business application controls

CERTIFICATIONS, LICENSES, AND/OR CNE TRAINING: Must be able to obtain a Cherokee Nation Gaming License.
We offer competitive pay and a comprehensive employee benefits program including medical, dental, vision, 401(k) savings plan, life insurance, long-term disability and education assistance.

Conditions of Employment: Potential employees must be 18 years of age or older. The potential employee must be able to pass a drug test and background check and must not have a felony conviction, whether expunged, annulled or sealed by the court. If you meet the minimum qualifications, we hope you will apply for a position with us at www.cherokeenationbusinesses.com.
Employment Opportunities Continued

Auditor I, II, and III

**JOB SUMMARY:**
This position is responsible for performing and reporting on scheduled audit projects. Participates in planning, testing and reporting on a project level. Evaluates internal controls, processes, policies and mechanisms to ensure they are adequate, effective and in compliance with regulatory principles, industry standards and corporate guidelines. All audit work conforms to the Standards of the Professional Practice of Internal Auditing.

**RESPONSIBILITIES:**
Please visit [www.cherokeenationbusinesses.com](http://www.cherokeenationbusinesses.com) for full job qualifications or to apply online. You may also contact the Tulsa Chapter IIA Placement Chair for job qualifications at Ashley.Matson@stinnett-associates.com.

**Preparation, Training, and Experience:**

**Auditor I**
- Education - Bachelors Degree or equivalent experience
- Experience – 0 to 3 years of experience
- Technical Skills - Basic computer skills (MS Word and Excel preferred)

**Auditor II**
- Education - Bachelor’s Degree
- Experience – 1 to 3 years’ experience (Accounting, Internal or External Auditing, Compliance or equivalent discipline)
- Technical Skills - Basic computer skills (MS Word and Excel required)

**Auditor III**
- Education - Bachelor’s Degree Experience – Normally 3 to 5 years’ experience (Accounting, Internal or External Auditing, Compliance or equivalent discipline); certification can be considered for equivalency
- Certification – CPA, CIA, CFE or equivalent preferred
- Technical Skills - Intermediate computer skills (MS Word and Excel required); Report writing & Time management preferred

**Other Skills** - Teamwork ability and focus; Good written and verbal communication skills; Ability to obtain Gaming License required by CNGC and OHRC

We offer competitive pay and a comprehensive employee benefits program including medical, dental, vision, 401(k) savings plan, life insurance, long-term disability and education assistance.

**Conditions of Employment:** Potential employees must be 18 years of age or older. The potential employee must be able to pass a drug test and background check and must not have a felony conviction, whether expunged, annulled or sealed by the court. If you meet the minimum qualifications, we hope you will apply for a position with us at [www.cherokeenationbusinesses.com](http://www.cherokeenationbusinesses.com).
The Senior Internal Auditor is primarily responsible for performing and documenting audits of bank operations and special projects. Responsibilities include reviewing the effectiveness and efficiency of financial and operational procedures and internal controls to determine compliance with Bank policies and industry best practices. Prepares reports and makes recommendations for improvements in the areas of internal controls and cost savings under the supervision of audit management.

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

1. Leads and performs financial and operational audits and special projects along with resolving complex business issues.
2. Develops audit programs based upon assessed risks, internal controls, bank policy/procedures and applicable legal and regulatory requirements.
3. Prepares formal reports of audit results for distribution to Bank management and the Audit Committee of the Board of Directors.
4. Conducts risk assessment activities including scope surveys, risk assessment matrices and flowcharts of key controls.
5. Works with outside consultants and external audit providers in performing audit projects.
6. Assists in the development of less experienced staff.
7. Performs related responsibilities as required or assigned.

**REQUIRED QUALIFICATIONS:**

**Knowledge/ Skill/Ability**

- Excellent knowledge of generally accepted accounting standards, internal audit principles and report writing techniques.
- Proficient in MS Office Suite and electronic work papers.
- Strong oral and written communication skills in order to work well with all levels of the organization.
- Good analytical skills
- Able to work independently and be able to grasp new concepts quickly, troubleshoot problems, multi-task and prioritize projects.

**Equivalent Education/Experience**

- Bachelor’s Degree, preferably accounting, finance or other business related discipline and five plus years internal audit experience including at least two years of financial institution experience or eleven plus years equivalent work experience in internal audit.
- Preferred - CPA, CIA, CFSA, CFE or Master’s degree

To apply: Please visit our website: [www.fmbanktulsa.com](http://www.fmbanktulsa.com) and click on Careers or contact: Stephanie Cartwright, (918) 748-4004 or Jeff Faust, (918) 748-4078.
The Workpapers

Magellan moves the fuel that keeps America going.

Magellan owns the longest refined petroleum products pipeline system in the country. We can tap into more than 40% of the nation’s refining capacity and store over 70 million barrels of petroleum products such as gasoline, diesel fuel and crude oil. Headquartered in Tulsa, Oklahoma, Magellan operates in more than 20 states and has over 1,200 employees. Magellan has career opportunities for talented, motivated professionals. We have competitive pay and excellent benefits. Safety, efficiency, honesty and responsibility are at the core of our business. Our character is demonstrated in the respect we show for our co-workers, our company and the communities in which we operate.

Responsibilities:
This position requires advanced expertise in all aspects of internal audit. This position will lead and perform operational, financial and Information Technology (IT) reviews to identify, document and assess the effectiveness of internal controls. This position will work independently and/or lead audit team members as well as business process owners in designing and executing audit procedures to ensure innovative solutions are implemented to minimize control deficiencies with limited guidance from Audit management. This position will provide consultative advice on a broad range of activities such as:

- System Integrity Plan (SIP) Standards (Operational Procedures)
- Sarbanes-Oxley Requirements
- Construction Projects
- Contractor Compliance
- System Implementations
- Investigations
- Regulatory Compliance

This position will focus on complex audit projects and provide guidance to less experienced auditors and requires strong critical thinking skills and expertise in risk identification and internal control.

This position requires a degree in business administration, accounting or related field with 8 years of experience in auditing, project management, analysis or related areas. In-depth knowledge of internal control structure is critical. This position requires proficiency and thorough knowledge of operational and accounting procedures; strong interpersonal and customer service skills; and leadership ability with a positive team player attitude. Candidate must have the ability to handle multiple priorities and meet tight deadlines; strong auditing, critical thinking and decision making skills; advanced knowledge of Word and Excel; and excellent oral and written communication skills. Candidate must be flexible to travel on out-of-town assignments (up to 25%). CIA certification is required and CPA certification is strongly preferred, but not required. This position will be filled at a level commensurate with candidate experience and qualifications.

If you are interested in this position:
Please apply online at www.magellanlp.com/careers.aspx or email a resume to lynn.somerville@magellanlp.com

If you have questions, please contact:
Lynn Somerville
Staffing and Recruiting Specialist
Magellan Midstream Partners, L.P.
One Williams Center
P.O. Box 22186
Tulsa, OK 74121-2186

Dial 1-800-933-7219, and then enter 918-574-7219 followed by the pound (#) sign.
JOB SUMMARY: The IT Auditor is responsible for planning and performing IT audits of the general IT control environment, including complex computer applications and technological solutions for all St. John Health System affiliates. The IT Auditor is also responsible for providing consultation on internal controls and assessing risk within the IT environment. Candidates are expected to have information systems audit experience and to demonstrate proficiency in performing information systems audit work that conforms to professional standards.

QUALIFICATIONS:
- **Education:** Bachelor’s degree in information systems preferred
- **Licensure/Certification:** Certification of information security auditor (CISA) or certification in internal auditing (CIA) is preferred.
- **Experience/Knowledge:** Experience with identifying and testing IT internal controls or operational experience, such as systems programming, data center operations, information security, application development or IT project management; and experience with COBIT.
- **Skills:** Effective verbal and written communication skills and ability to interact with all levels of the organization, ability to foster cooperative work environments; identify risks, assess significance and strategically develop IT audit plan. Ability to plan, coordinate, execute and document IT audits. Ability to maintain objectivity and independence.

The St. John Health System is a not-for-profit Catholic healthcare system founded by the Sisters of the Sorrowful Mother in 1926. The St. John Health System is a fully-integrated healthcare system that encompasses nine hospitals, primary care and multi-specialty physician group practices, urgent care, kidney dialysis, senior living centers and a medical laboratory. The St. John Health System cares for more than 3,500 patients every day.

St. John Medical Center has been ranked #1 in the Tulsa metropolitan area in *U.S. News & World Report’s 2011-12 Best Hospitals* rankings.

This position does not require travel. For inquiries, contact Andrea Ethridge at andrea.ethridge@sjmc.org.

Learn more and apply for IT Auditor Position online.
Company Overview:
Headquartered in Houston, Phillips 66 is an advantaged downstream energy company, with segment-leading Refining and Marketing (R&M), Midstream and Chemicals businesses. The company’s R&M operations include 15 refineries with a net crude oil capacity of 2.2 million barrels per day, 10,000 branded marketing outlets, and 15,000 miles of pipeline systems. In Midstream, the company primarily conducts operations through its 50 percent interest in DCP Midstream, LLC, one of the largest natural gas gatherers and processors in the United States, with 7.2 billion cubic feet per day of gross natural gas processing capacity. Phillips 66’s Chemicals business is conducted through its 50 percent interest in Chevron Phillips Chemical Company LLC, one of the world’s top producers of olefins and poly-olefins with more than 30 billion pounds of net annual chemicals processing capacity across its product lines.

Position Description:
The Internal Auditor will work with Business Unit and Staff Groups to assess business process risks, controls and gaps throughout Phillips 66 worldwide. The auditor will participate in audits around the world and will be exposed to all areas of the company. This position may reside in Houston, TX or Bartlesville, OK.

Responsibilities may include:
Preparing written audit reports for distribution to executive and mid-level management
Interacting with all levels of management
Participating on teams to conduct risk reviews and provide consulting expertise
Participating on special investigations as assigned
Completing Sarbanes Oxley testing in support of management assertions

Qualifications - Basic/Required:
• Legally authorized to work in the United States
• Bachelor's degree in Accounting or Finance
• 5+ years financial or auditing experience
• Ability to travel approximately 40% of the time to international and domestic locations

Preferred:
• Accounting for Derivative Instruments and Hedging Activities knowledge
• CIA, CPA, or other professional certifications
• SOX experience
• Knowledge of SAP and advanced skill level with Microsoft systems
• Excellent communication (verbal and written) and interpersonal skills, with the confidence to interact effectively at all levels of the organization
• Experience in process flows, operations, control identification, or risk mitigation
• Foreign language skills

Candidates for regular U.S. positions must be a U.S. citizen or national, or an alien admitted as permanent resident, refugee, asylee or temporary resident under 8 U.S.C. 1160(a) or 1255(a)(1). Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

Phillips 66 is an equal opportunity employer.

Please apply for the position at the following website using position number 00FUK http://www.phillips66.com/EN/careers/cop_careers/job_search/pages/index.aspx
The Workpapers

### Employment Opportunities Continued

#### Risk Control Specialist IV (Auditor)

The **Risk Control Specialist IV (Auditor)** works under the guidance of an Account Manager, either in teams or individually. The successful candidate will support Audit Services’ mission to assess and enhance internal control throughout Williams. This position will join a team whose task is to collaborate with management to identify and assess risks and controls in the Midstream business unit.

Particular emphasis will be placed on identifying and assessing risks to business objectives. Your role on projects will vary from project leader to participating team member but will be primarily a project team leader. The scope of projects will focus on operational areas and you will be expected to interact with all levels of management. Specific competencies include: leadership, drive for results, project management, customer/stakeholder focus, self-direction, written and verbal communication skills, risk based auditing, and control analysis and assessment.

**KEY DUTIES AND JOB RESPONSIBILITIES:**

- Lead audit teams performing the Williams audit process, including scoping, planning, field work, control assessments, report writing, and communication of results to management.
- Perform and document risk assessments to scope and plan audit engagements.
- Develop risk control matrices and testing approaches for defined audit scope areas.
- Oversee completion and review audit workpapers including process descriptions, engagement letters, risk control matrices, test plans, and audit reports.
- Communicate relevant work progress, issues, and results with Account Manager.
- Communicate results to management via facilitation of formal audit closing conferences and written reports as well as ongoing communication throughout audit engagements.
- Perform action plan follow-up after audit closure to assess and communicate effective control improvements based on audit findings.
- Perform ad-hoc tasks based on audit department and/or Audit Committee requests.

**JOB QUALIFICATIONS:** Required Experience:

<table>
<thead>
<tr>
<th>Minimum 5+ years performing audits</th>
<th>Performing risk assessments to identify key areas to audit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 3+ years leading risk-based operational audits.</td>
<td>Assessing internal controls.</td>
</tr>
</tbody>
</table>

| Familiarity with IIA standards and COSO framework. | Coaching and mentoring auditors with less experience. |

Education:

- Undergraduate degree in a relevant area (e.g. Accounting, Business, Finance, etc.)
- Professional accreditation preferred (e.g., CIA, CPA, CFE, etc.)

This position is based in Williams’ headquarters in Tulsa, OK with 0% – 25% travel time.

**Interested?** Please apply online at [www.williams.com/careers](http://www.williams.com/careers) or read more details and requirements.
Employment Opportunities Continued

Risk Control Specialist II

The Risk Control Specialist II will support Audit Services' mission to assess and enhance internal control throughout Williams, by performing assigned risk/control and testing for Sarbanes-Oxley (Sox) 404 compliance and audits. This position will report to Audit Services’ Corporate Account Manager.

KEY DUTIES AND JOB RESPONSIBILITIES:
- Interview process owners and performers.
- Identify and assesses risks and controls.
- Perform tasks and testing to determine the effectiveness of controls, in one or more business areas.
- Analyze possible solutions and assess each using standard procedures.
- Document audit work, including process descriptions, risk and control matrices, testing and results.
- Explain / communicate audit findings to process owners and process performers.
- Communicate status and issues to the applicable engagement lead or Account Manager timely.
- Perform other tasks as assigned.

JOB QUALIFICATIONS:
Required:
- Bachelor’s degree in Finance, Accounting, Business or related field
- One to three years of audit and/or Sarbanes-Oxley related experience
- Strong analytical, listening and communication skills (verbal and written)
- Ability to multitask
- Effective project / time management
- Detail, action and results oriented
- Works well with others in a team based environment

Preferred:
- Understanding of Sox requirements and processes
- Familiarity with the COSO internal control framework and Institute of Internal Auditing (IIA) Standards
- CIA or CPA

This position is based in Williams’ headquarters in Tulsa, OK with 0% – 25% travel time.

Interested?
Please apply online at www.williams.com/careers
## The Workpapers

### Tulsa Chapter 2012 - 2013 Officers, Committee Chairs, and Governors

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>President</strong></td>
<td>Jason Downs</td>
<td>918-906-1898</td>
<td><a href="mailto:Jason.Downs@magellanlp.com">Jason.Downs@magellanlp.com</a></td>
</tr>
<tr>
<td>CAP/Long-Range Planning</td>
<td>Cathy Criswell</td>
<td><a href="mailto:CC1715@aol.com">CC1715@aol.com</a></td>
<td></td>
</tr>
<tr>
<td>Placement</td>
<td>Ashley Matson</td>
<td>918-281-8459</td>
<td><a href="mailto:Ashley.Matson@stinnett-associates.com">Ashley.Matson@stinnett-associates.com</a></td>
</tr>
<tr>
<td>Publicity</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Speakers Bureau</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>ACL User Group</td>
<td>Jennifer Goines</td>
<td>918-528-4011</td>
<td><a href="mailto:Jennifer.Goines@williams.com">Jennifer.Goines@williams.com</a></td>
</tr>
<tr>
<td><strong>1st Vice President</strong></td>
<td>Kip Bloss</td>
<td>918-573-7138</td>
<td><a href="mailto:Kip.Bloss@wpxenergy.com">Kip.Bloss@wpxenergy.com</a></td>
</tr>
<tr>
<td>Programs</td>
<td>Kip Bloss</td>
<td>918-573-7138</td>
<td><a href="mailto:Kip.Bloss@wpxenergy.com">Kip.Bloss@wpxenergy.com</a></td>
</tr>
<tr>
<td>Arrangements</td>
<td>Dustin Dye</td>
<td>918-384-5924</td>
<td><a href="mailto:Dustin.Dye@cn-bus.com">Dustin.Dye@cn-bus.com</a></td>
</tr>
<tr>
<td>Web Master/Website</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Certification</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Newsletter</td>
<td>Marnie Padilla</td>
<td>918-261-3224</td>
<td><a href="mailto:Marnie@stinnett-associates.com">Marnie@stinnett-associates.com</a></td>
</tr>
<tr>
<td><strong>2nd Vice President</strong></td>
<td>Annie Mills</td>
<td>918-732-1466</td>
<td><a href="mailto:Annie.Mills@oneok.com">Annie.Mills@oneok.com</a></td>
</tr>
<tr>
<td>Admission &amp; Membership</td>
<td>Annie Mills</td>
<td>918-732-1466</td>
<td><a href="mailto:Annie.Mills@oneok.com">Annie.Mills@oneok.com</a></td>
</tr>
<tr>
<td>Academic Relations &amp; Scholarship</td>
<td>Laura Peden</td>
<td>918-574-7817</td>
<td><a href="mailto:Laura.Peden@magellanlp.com">Laura.Peden@magellanlp.com</a></td>
</tr>
<tr>
<td>Business, Industry, &amp; Government Relations</td>
<td>Ashley Smithee</td>
<td>918-728-9877</td>
<td><a href="mailto:Ashley.Smithee@stinnett-associates.com">Ashley.Smithee@stinnett-associates.com</a></td>
</tr>
<tr>
<td>Hospitality</td>
<td>Ashley Smithee</td>
<td>918-728-9877</td>
<td><a href="mailto:Ashley.Smithee@stinnett-associates.com">Ashley.Smithee@stinnett-associates.com</a></td>
</tr>
<tr>
<td>Community Relations</td>
<td>Kendra Allen</td>
<td>918-728-3300</td>
<td><a href="mailto:Kendra@stinnett-associates.com">Kendra@stinnett-associates.com</a></td>
</tr>
<tr>
<td><strong>Secretary</strong></td>
<td>Heather Jones</td>
<td>918-561-8005</td>
<td><a href="mailto:Heather.Jones@oneok.com">Heather.Jones@oneok.com</a></td>
</tr>
<tr>
<td>Historian</td>
<td>Ron Maxwell</td>
<td>918-596-7845</td>
<td><a href="mailto:RMaxwell@cityoftulsa.org">RMaxwell@cityoftulsa.org</a></td>
</tr>
<tr>
<td>Awards</td>
<td>Heather Livingston</td>
<td>918-591-5047</td>
<td><a href="mailto:Heather.Livingston@oneok.com">Heather.Livingston@oneok.com</a></td>
</tr>
<tr>
<td><strong>Treasurer</strong></td>
<td>Heather Freeman</td>
<td>918-732-1340</td>
<td><a href="mailto:HFreeman@oneok.com">HFreeman@oneok.com</a></td>
</tr>
<tr>
<td>Attendance</td>
<td>Andrea Harman</td>
<td>918-728-3300</td>
<td><a href="mailto:Andrea@stinnett-associates.com">Andrea@stinnett-associates.com</a></td>
</tr>
<tr>
<td>Budget &amp; Finance</td>
<td>Heather Freeman</td>
<td>918-732-1340</td>
<td><a href="mailto:HFreeman@oneok.com">HFreeman@oneok.com</a></td>
</tr>
<tr>
<td>Research</td>
<td>Chrissy McKeown</td>
<td>918-706-3340</td>
<td><a href="mailto:Chrissy@stinnett-associates.com">Chrissy@stinnett-associates.com</a></td>
</tr>
<tr>
<td><strong>Appointed by Board of Governors</strong></td>
<td>Ron Maxwell</td>
<td>918-596-7845</td>
<td><a href="mailto:RMaxwell@cityoftulsa.org">RMaxwell@cityoftulsa.org</a></td>
</tr>
<tr>
<td>Associate Trustee</td>
<td>Rhonda Ishmael</td>
<td>918-384-7661</td>
<td><a href="mailto:Rhonda.Ishmael@cn-bus.com">Rhonda.Ishmael@cn-bus.com</a></td>
</tr>
<tr>
<td>Audit Committee</td>
<td>Alan Thompson</td>
<td>918-477-4573</td>
<td><a href="mailto:Alan.Thompson@unitcorp.com">Alan.Thompson@unitcorp.com</a></td>
</tr>
</tbody>
</table>

### Governors

<table>
<thead>
<tr>
<th>Term Expiration</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2015</td>
<td>Susan Rogers</td>
<td>918-573-2756</td>
<td><a href="mailto:Susan.Rogers@williams.com">Susan.Rogers@williams.com</a></td>
</tr>
<tr>
<td>May 2015</td>
<td>Rodney Pratz</td>
<td>918-266-9208</td>
<td><a href="mailto:Rodney.Pratz@gea.com">Rodney.Pratz@gea.com</a></td>
</tr>
<tr>
<td>May 2015</td>
<td>Marnie Padilla</td>
<td>918-261-3224</td>
<td><a href="mailto:Marnie@stinnett-associates.com">Marnie@stinnett-associates.com</a></td>
</tr>
<tr>
<td>May 2015</td>
<td>Terry Cloud</td>
<td>918-744-2126</td>
<td><a href="mailto:Terry.Cloud@sjmc.org">Terry.Cloud@sjmc.org</a></td>
</tr>
<tr>
<td>May 2014</td>
<td>Mo O’Connor</td>
<td>918-477-4447</td>
<td><a href="mailto:Mo.OConnor@unitcorp.com">Mo.OConnor@unitcorp.com</a></td>
</tr>
<tr>
<td>May 2014</td>
<td>Ron Maxwell</td>
<td>918-596-7845</td>
<td><a href="mailto:RMaxwell@cityoftulsa.org">RMaxwell@cityoftulsa.org</a></td>
</tr>
<tr>
<td>May 2014</td>
<td>Sarah Kuhn</td>
<td>918-661-4590</td>
<td><a href="mailto:Sarah.Kuhn@conocophillips.com">Sarah.Kuhn@conocophillips.com</a></td>
</tr>
<tr>
<td>May 2014</td>
<td>Brandon Brown</td>
<td>918-729-9556</td>
<td><a href="mailto:Brandon.Brown@cn-bus.com">Brandon.Brown@cn-bus.com</a></td>
</tr>
<tr>
<td>May 2013</td>
<td>David Kinkaid</td>
<td>918-607-0405</td>
<td><a href="mailto:David.Kinkaid@stinnett-associates.com">David.Kinkaid@stinnett-associates.com</a></td>
</tr>
<tr>
<td>May 2013</td>
<td>Ronny Johnson</td>
<td>918-740-6777</td>
<td><a href="mailto:Ronny.Johnson@stinnett-associates.com">Ronny.Johnson@stinnett-associates.com</a></td>
</tr>
<tr>
<td>May 2013</td>
<td>Sharon Bertram</td>
<td>918-527-7412</td>
<td><a href="mailto:S.B.Bertram@cox.net">S.B.Bertram@cox.net</a></td>
</tr>
<tr>
<td>May 2013</td>
<td>Chris Carter</td>
<td>918-588-7064</td>
<td><a href="mailto:CCarter@oneok.com">CCarter@oneok.com</a></td>
</tr>
</tbody>
</table>

### Past Presidents

- Past President 1: Dustin Dye 918-384-5924 Dustin.Dye@cn-bus.com
- Past President 2: Adam Studie 918-384-5924 Adam.Studie@cn-bus.com