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American Institute of Certified Public Accountants (AICPA)

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Edition 58

April 8, 1998

SPECIAL ANNOUNCEMENT

The AICPA offices will be closing at 3pm on Friday, April 10, 1998.

WELCOME ABOARD

Please join us in welcoming the following new Team Members who started between 3/23/98 and 4/7/98.

Haneef Abdullah: Technical Manager (Team 423). Haneef, who is also a CPA, was a Controller at Central Brooklyn Partnership before joining Team AICPA.

Cathy Greenberg: Copywriter (Team 451). Cathy comes to Team AICPA from Creative Communications Company where she was a Senior Copywriter.

Elicia Greenberg: Marketing Manager (Team 406). Elicia was a Senior Marketing Manager at Chapman & Hall before joining Team AICPA.

Anita Lovitt: Graphic Designer (Team 462). Anita headed up her own business, Blue Jar Productions, before joining Team AICPA.

Joan Mancuso: Managing Editor, *Tax Advisor* (Team 417). Joan comes to Team AICPA from RIA Group where she was an Editor.

Much luck in you new assignments!

TELECOMMUTING PILOT IS COMING TO THE INSITITUTE

Since the inception of the Institute's FWA program, the Alignment and Human Resources teams have been busy at work researching the possibility of offering a telecommuting option as part of the Institute's FWA program. We are happy to announce that the senior management team approved a "telecommuting pilot" program for a limited number (20) of participants. The pilot program, expected to start sometime in the second quarter and run for about six months, will help test and assess the viability of the policies and procedures being developed. Within the next two weeks, a communication will be sent to all staff announcing the telecommuting pilot; that is, what it is, who is eligible and the procedures for applying to participate in the pilot program. Look for upcoming communications.

IT'S TIME TO THINK ABOUT SUMMER INTERNS

If your Team is considering using an intern for the summer, it's important to contact Laurie Diemer in Human Resources at x3827. All Teams must contact Laurie before hiring an intern, even if you already have a student in mind to fill the internship position, as all interns must be processed through Human Resources. However, if you would like to hire an intern but do not have a student in mind, Laurie can help there as well. She can discuss what your needs are, what kinds of skills the intern should have, what kinds of skills the intern may learn through his or her internship at the AICPA, how many hours per week you expect the intern to be working, and for how long you expect the intern to stay on. From there, Laurie can help place an intern in your Team's area from the pool of resources available through HR contacts. In addition, any employee who knows of a student who would like to work for the Institute as a summer intern should contact Laurie (sorry, internships are not open to relatives of AICPA employees). So, if you're considering an intern for the summer, don't wait until the last minute, please contact Laurie as soon as possible.

OUR QUALITY POLICY STATEMENT IS:

"AICPA: MEETING TODAY'S CHALLENGES, EXCEEDING TOMORROW'S EXPECTATIONS"

MANY THANKS FROM MEMBER SATISFACTION

The Member Satisfaction Team would like to thank all of the Institute's Team Members who responded so quickly to its call for issues of the February 1998 *Journal of Accountancy*. The recent special promotion for the *Journal* attracted a much greater response than anticipated and Member Satisfaction did not have enough copies to meet demand. Luckily, Team Members came through by providing their own copies to Member Satisfaction. Way to go Team!

HELP IS AVAILABLE FOR MEMBER INQUIRIES

Let's say you're unsure how to answer a question from a member--where do you go to get helpful answers to member inquiries? Your first source is the "Common Inquiries" reference section of the Staff Telephone Directory or the Member Services section of the Intranet.

If you don't find the answer there, your next option is to dial "HELP" (x4357), and press Option 1 for the Member Satisfaction Help Desk. Here, you will get the information you need to successfully respond to member inquiries. If you get the Help Desk's voice mail, leave a message and a return call will be made within 2 hours.

The Help Desk is available as a Team AICPA resource and you are encouraged to take advantage of it. Please remember, however, that the Help Desk is not designed to answer member inquiries, rather, the Help Desk will give you the information you need so you can be the one to answer the question.

WE'RE (STILL) LOOKING FOR A FEW GOOD GRADERS AND CLERICALS!

The Institute needs your help in recruiting temporary graders and clerical staff to assist with the grading of the Uniform CPA Examination. All work is done from our Harborside offices, and these temporary assignments last approximately 3-6 weeks.

Grader assignments begin May 21, 1998. Grader candidates need to be either licensed CPAs or licensed attorneys. Qualified candidates must work a minimum of 3 seven-hour days per week; the grading hours of operation are 6am to 8pm, Monday through Friday, and 6am to 6pm Saturday and Sunday.

Clerical staff assignments begin May 6, 1998. Clerical staff positions include Data Entry Operators and Clerical Assistants. Data Entry candidates need accurate 8,000 keystrokes per hour. Clerical assistant candidates need accurate filing and numeric skills. Qualified clerical staff will be required to commit to a minimum of 3 weeks, working the following hours: 8am to 3:45pm, Monday to Friday (**Shift 1**), or 4pm to 7:45pm Monday to Friday *plus* 8am to 3:45pm on Saturday (**Shift 2**). We also require accuracy, attention to detail, pride in work, and a verifiable work history.

For more information on these positions, contact Enda Brogan at x3012. If you have a friend or colleague who thinks they may be interested in any of these opportunities (sorry, these positions are not open to AICPA employees or their relatives) please have that person(s) send their resume to the attention of Enda Brogan in the Harborside office—fax: 201-938-3783 or e-mail: Ebrogan@aicpa.org. Please include one of the following codes on the resume: For Graders: EXGR; for Clericals: DET.

MONTHLY WORK REPORT REMINDER

All Monthly Work Reports, which are due on the 3rd business day of the month, should be forwarded to Kim Sretchen in Financial Analysis & Budget. Please do not send them to your Team's attendance keeper in HR.

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