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7-6-1992

Inside AICPA, July 6, 1992

American Institute of Certified Public Accountants (AICPA)

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**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

Anniversary

Frances Amato	Editorial - Journal of Accountancy	16th
Jim Blum	Examinations	13th
Rosemary Volpe	Production - Periodicals	12th
Josh Grauer	CPE Program Dev. - Self Study	11th
Marshall Novak	Programming & Systems	8th

Please Welcome

Gerald W. Padwe - Vice President - Taxation. Prior to joining the Institute, Gerry was Associate National Tax Director - Professional and Practice and a member of the Washington National Tax Group at Deloitte & Touche.

Minesh Patel - Computer Operator - Data Processing Operations. Before joining the Institute, Minesh worked as a Computer Operator for Haagen Dazs and Brandon Systems.

Effective Writing

There are still a few openings for the **Effective Writing** course on July 20th and 21st. The course consists of an all-day seminar (8:30 a.m. to 5:30 p.m.) on July 20th followed by a half-day workshop (**either** 8:30 a.m. to 12:30 p.m. or 1:30 p.m. to 5:30 p.m.) on the 21st. **Each participant will be required to submit a writing sample one full week before the seminar.**

The program is a practical, nontechnical approach to improve letters, reports and memos, whether the subject is accounting, taxes, management services, or just everyday business correspondence. The seminar will also show you how to choose simple, accurate and efficient words so readers can quickly grasp your message and respond to it favorably. The workshop will give you an opportunity to apply what you learned in the seminar and to reinforce your knowledge by letting you edit your own, as well as your colleagues' writing.

Josh Grauer, CPE Project Manager (and author of the program) will be the instructor. For further information please contact Christine Herbster in Human Resources on x7063.

Harborside

As of Tuesday, July 7th, an Institute bulletin board will be temporarily located in the Harborside Mail Services Department on the third floor. Job openings will be posted along with other AICPA notices. Institute forms such as medical, dental, tuition reimbursement, address change and promotion/transfer requests will also be available in the Mail Room.

Should you have questions or concerns regarding any aspect of the Harborside relocation, Pat Duane, Manager - Human Resources, will be available to speak with you on Tuesday, July 7th. You can contact her on x3320.

Library Services

For those of you who have arrived in Harborside, the Library Services staff would like to remind you that the library is only a phone call away.

If there is something you need urgently they will fax it to you or lend the materials to you through inter-office mail. If you are on the routing list for any journal or newsletters you will continue to receive these, and they urge you to pass them on to the next person on the list as soon as possible.

The results of the staff survey are in the process of being compiled. The expectation is that there will be some materials available to the staff at Harborside, but exactly what is yet to be determined.

The library will be moving to the concourse, level C-1, in mid-September or so and is expected to be closed for a while before and after the move. Library Services will keep you posted on this.