

President's Message

Welcome to the IMA 2006-2007!

President's Message -

I hope this newsletter finds you warm and well. If you are lucky, maybe on a tropical vacation. We had a great February meeting and look forward to seeing you all again at Midvale in March! Remember to bring your reminder postcard to be entered in a drawing for a fabulous prize. We have partnered with the Institute of Internal Auditors to bring you great speakers to discuss current topics faced by the finance profession.

If anyone has interest in participating on the Board in the next year, please contact me directly.

Thanks

Jody

Jody Allison

Paychex Enterprise Risk Management

585-336-7456

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*******Newsletter Deadline*******

The deadline for submitting the April newsletter items is **March 20th 2007**.

Please submit articles to Allison Beard at allison.beard@roberthalf.com

THE IMA WANTS YOU.....

to increase membership!!

Submit the names of the new members you have introduced to the IMA and win a vacation package getaway to a local resort of your choice (Value not to exceed \$350).

How do I win the fabulous prize?

Network with local professionals and introduce them to the IMA. Once they become a new member, e-mail the persons name to Jody Allison at jallison@paychex.com and put in the subject line "Membership Contest." The contest runs through April 30 and the winner will be announced at the May meeting.

Rules:

In order to win, the person must submit at least 2 new members.

Good Luck!



**2007
SCHEDULE OF ACTIVITIES**

**Telephone: 585-251-5194
Website: www.imarocheester.org**

**Institute of Management Accountants Board Meetings
2007**

March 7, 2007 – Conference Call – 12:00PM

April 25, 2007 – Meeting Location – 5:00PM

May 16, 2007 – Meeting Location – 4:30 PM

June 6, 2007 – Conference Call – 12:00 PM

The conference call number will be provided to the Board prior to the meeting by the Secretary.

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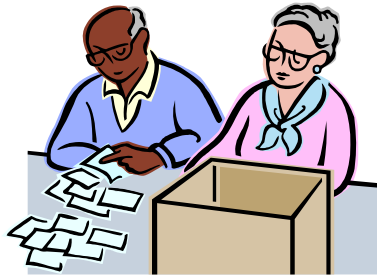
VOLUNTEERS NEEDED

IMA Volunteers Support Lifespan

Lifespan supports a variety of services for the elderly. It is located at 1900 South Clinton Ave. Financial Management services include budgeting, bill paying, reconciling bank accounts, filing health insurance claims and financial information for applications for renewal of rent subsidies, Medicaid and food stamps. Volunteer Financial Managers also fend off those who would take advantage of the client's physical condition.

Volunteering with *Lifespan* qualifies as an IMA community service project. Several members of the Rochester Chapter IMA have been volunteering with Lifespan for several years. Talk to, or call Ray Koenig, Jim Borden, Dick Stryker or Ellen Wozniak for their personal viewpoints on the program.

There is an urgent need for more volunteers to serve a backlog of elderly persons waiting for assistance. Orientation seminars are held periodically for new volunteers. If you would like to volunteer your time and talents to make a positive difference in an elderly person's life, please call *Lifespan* at (585) 244-8400.



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ROCHESTER CHAPTER**

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JOB POSTING #1

Position available

Analyst - Applications - Rochester, New York

Utility Shared Services, an Energy East Company, is looking for a (2) Analyst - Applications for its Rochester, New York location.

Description:

Under general supervision, provides timely and high quality application solutions that satisfy business and regulatory requirements. Analyzes system/program problems and designs appropriate solutions through the creation of new programs or enhancements/modifications to existing programs.

Requirements:

1. Participates in the development, maintenance, integration, and enhancement of software applications within project deadlines, including scope definition, requirements definition, research, business area analysis, data and process modeling, specification preparation, estimating, coding, testing, etc.
2. Provides daily operation support of application systems in accordance with established standards and procedures, including the monitoring, exception reporting and resolution of problems in the production operation, communicating with internal business areas, external service providers and other IT areas.
3. Provides technical and application consultation, as required. Develops and recommends innovative business solutions and alternatives for complex problems resulting in efficient, economical business processes.
4. Utilizes productivity tools (i.e. Microsoft Office) gains proficiency in preparing accurate and thorough proposals, system designs, program specifications, test plans, procedures, and other documentation.
5. Assists in project plan/schedule development and maintenance, risk assessment, change management, and issue management.
6. Determines problem cause/effect relationships for production support work.
7. Tests, checks and debugs computer programs.
8. Perform other duties as assigned.

Skills/Abilities:

- Excellent written and oral communication skills.
- Excellent analytical and problem solving skills.
- Project management and leadership skills.

Experience/Training:

- 2-4 years of IT experience, including work as a Programmer Analyst.
- Application design and development experience.
- Knowledge of desktop applications, mainframe and/or client servers and customer service.
- Knowledge of web based and client/server development tools (may include: Net, ASP, VB, C++, C#, UNIX/AIX, Scripting, XML, HTML) as well as relational database technology.

Required Education:

- Requires a Bachelors Degree in Information Technology, Business, or related discipline and two years relevant experience; or Associates Degree and four years relevant experience; or High School equivalent and six years relevant experience.

To apply please go to <http://energyeast.hiringadmin.com> and enter Job ID 366.

Utility Shared Services Corporation is an equal opportunity employer and encourages women, minorities, people with disabilities and

JOB POSTING #2

Bookkeeper/Accountant

A Not-for Profit Agency is seeking a Bookkeeper/Accountant for its local office.

Duties and Condition of employment:

- Budget preparation, reporting vs. actual, and analysis. Assist executive director in preparation, analyzing budget variances and provide recommendations for improvement
- Provide monthly financial statements, including Balance Sheet, Statement of Activities and Changes in Net Assets and Statements of Revenues and Expenses by program or functional support area.
- Prepare or update existing accounting policies and procedures manual, create new procedures as needed with internal control integrity as primary goal.
- Prepare Funder vouchers as necessary in a timely manner. Track receipt of funds and provide Management with reporting of delinquencies and aging schedule on a monthly basis.
- Perform Accounts Payable function including preparation of checks, invoice approval and have checks signed by authorized staff. Allocate expenses to various programs as necessary.
- Utilize Paychex payroll service for payroll processing and reporting. Allocate payroll expense to various programs as necessary.
- Perform all bank and general ledger account reconciliations. All reconciliations will be approved by the Executive Director.
- Coordinate annual Audit with outside auditors.
- Assist in development of budgets for proposed grants.
- Perform other tasks associated with accounting as necessary to assist organization in meeting goals and growth.
- There will be quarterly reviews of the financial functions
- Processing of new employee paperwork to include:
 - Complete enrollment in health plan, and other agency benefits
 - Complete back ground checks per agency policy
 - Fill out appropriate w4s and I9 Forms
 - Distribute Personal Policies and employee manual
- Assist in personnel matters for current employees

Qualifications and experience required:

A minimum of an Associate Degree in accounting is required. Also, three years experience in a finance office of which one of those years is with a non for profit agency preparing vouchers.

Send resume and salary requirement to wjh918@rochester.rr.com and they will be forwarded to the agency.

JOB POSTING #3

Democrat and Chronicle

FINANCE DEPARTMENT

ACCOUNTANT INTERN

Rochester's largest news and information provider is seeking an accounting student for a paid internship during the summer.

Responsibilities:

Actively participate in the processing of all accounting activity, including transaction review and journal entry preparation; monthly financial statement closings and general ledger preparation; balance sheet reconciliations and management reporting and analysis. The candidate will also be responsible for maintaining certain subsidiary databases and systems and will monitor data for conformity with audit and Corporate reporting requirements. Participate in various audits of processes and procedures to ensure compliance with Sarbanes-Oxley requirements. Continually review processes and procedures for optimum efficiency.

Requirements:

Completion of sophomore or junior year in a degreed undergraduate accounting program.

Proficient in Microsoft Office including Excel, Word and Outlook. Experience with other PC-based and mainframe accounting systems is a plus.

Strong comprehension and interpretation skills for policies and procedures.

Strong emphasis on customer service.

Excellent analytical, organizational, oral and written communication skills

Must be able to work efficiently on multiple tasks under tight deadlines.

Democrat and Chronicle
55 Exchange Boulevard, Rochester, NY 14614
e-mail: bhart@rocheste.gannett.com
Women and minorities are encouraged to apply.

Job Posting #4

Asst. Controller: Hands-on finance professional required with diverse finance background including general accounting, treasury, risk management, payroll, A/P, and A/R. Creates and analyzes monthly, quarterly, and annual reports and ensures accuracy of recorded financial information. Identifies financial trends and developments and presents findings to the Controller. May perform financial forecasting and reconciliation of internal accounts. Requires a minimum of a Bachelor's degree in Accounting/Finance. This is a growth position for an educated candidate with 3-7 years of generalist experience and demonstrated analyst skills in Accounting/Finance. Supervisor experience is desirable. For professional consideration, resumes should be emailed to: resume@empirebeef.com



**ROCHESTER CHAPTER, IMA
SERVICE YEAR 2006-2007
OFFICERS AND DIRECTORS**

Position	Name	Work Phone	email address
President	Jody Allison	336-7456	jallison@paychex.com
VP of Administration	Lisa Filio	546-2040 ext 248	lfilio@res-exhibits.com
Secretary	Ted Locke	393-5921	ted.locke@cwine.com
Treasurer	David Alkins	777-8727	david.alkins@frontiercorp.com
Dir of Information Tech.	Steve Schiano	254-7510	sschiano@immediatemailingwny.com
Dir Website	Susan Glenz	381-4900 ext2213	susan.glenz@sentrysafe.com
VP Programs	Peter Szczesniak	340-8846	peter.szczesniak@PAETEC.com
VP Communication	Beth Camann	899-2088	bcamann@screenvision.com
Dir Programs	Dave Wayner	336-6510	dwayner@paychex.com
Dir Meetings & Attendance	Lori Buttery	454-4161 x362	labuttery@dkcb.com
Dir Member Retention	Mark Pautler	381-7350	mpautler@advantageprofessionals.com
Dir CMA/CFM	Sally Calhoun	381-4900	sally.calhoun@sentrysafe.com
Dir Manuscripts	Harry Howe	245-5465	howeh@geneseo.edu
Dir Yearbook	Jill Knittel	381-7350	jill@advantageprofessionals.com
Dir Advertising	Mark Spatuzzi	381-7350	m spatuzzi@advantageprofessional.com
Dir Newsletter	Allison Beard	232-6055	allison.beard@roberthalf.com
Dir Publicity/Employment	Bill Hart	258-5620	bhart@rocheste.gannett.com
Dir Academic Relations	Kevin Bosner	245-5316	kbosner@sjfc.edu
Chair Corp/Acad Develop.	Cheryl Yawman	424-6060 x124	cheryl@ccy.com
Historian	Ray Koenig	377-2838	ray30k@frontiernet.net

Institute of Management Accountants (IMA®)
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Forwarding Address Correction Requested

Rochester Chapter Institute of Accountants
PO Box 41152
Rochester, NY 14604

Send To:

2006 - 2007 Key Contacts

Upstate Council President – Jack Lorenz	716.372-3111	jlorenz@alcas.com
Member Services Representative – Kinsey Jenkins	800.638.4427 ext 1580	Kjenkins@imanet.org
IMA National Website		www.imanet.org

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Please send this form to: **IMA Rochester Chapter PO Box 41152 Rochester, NY 14604**