



Institute of
Management
Accountants

Boulder
Valley
News

October 2008

President's Letter

Hello everyone!

We have another exciting month for the Boulder Valley Chapter of the IMA. Our theme is looking for jobs and how to land one. In honor of Student Night, Toni Cox, our editor of the newsletter thought this would prove to be a great resource for our students in our communities. We hope you can join us on October 21, 2008 for Student Night sponsored by the IMA. All RSVP's must be in by 10/13/08 this Monday. Please note, our chapter will be present at a booth, but we are not the official sponsors. Be sure to you RSVP with the ASWA. We apologize for the short notice, but we were unaware of the RSVP date.

There are definitely new and exciting events this year and we encourage your suggestions and feedback. We are definitely experiencing an increase in both membership and participation. So if we haven't seen you in a while, definitely come visit us at our next meeting.

Katrina Blake
Chapter President

Upcoming Events

October Meeting /ASWA Student Career Night

Date: Oct 21st

Place: Denver Athletic Club-1325 Glenarm St.
Register by calling Nickie 303-377-4282
IMA members discounted

November Meeting/Speaker

Speaker: Dan, Attorney on Estate Planning

Date: Nov 18th

Place: Que Bueno, Westminster (more details to follow)

E-MAIL NEWSLETTER

The IMA Boulder Valley News is available by e-mail. If you would like to receive future newsletters via e-mail instead of by snail mail, please provide your name, mailing address, phone number, and e-mail address to Toni Cox, tcox@bltek.com.

The newsletter is provided in Word Format, but can be provided in an Adobe Acrobat file. Adobe Acrobat Reader can be freely obtained from <http://www.adobe.com/products/acrobat/readstep.html> Click on "Get Acrobat Reader" free and follow the download instructions.

Please notify us of changes to your e-mail address at tcox@bltek.com and update your member information in the IMA member data base at imanet.org



The Boulder Valley Chapter provides a free, confidential resume referral service for members and nonmembers. Please send your resume to Patti Floyd, pfloyd@crocs.com.

Position(s) Available:

Visit our web page for employment opportunities.

See next page for recent opportunities

If you are an employer looking for qualified accounting or finance professionals, we have many resumes on file. For more information, call Patti Floyd, Employment Director, at 720-273-6493, or e-mail to pfloyd@crocs.com.

The IMA has a global employment service for members in which both employers and prospective candidates can find each other. Visit imanet.org and click on "Career Center".

Board of Directors – 2008/2009

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Director-Meetings

Openings for more than one

VP-Membership

Openings for more than one

Positions Available:

Senior Cost Accountant

An Educational Company in the Boulder Area is seeking a cost accountant who would be responsible for collecting and analyzing cost data to accurately make decisions regarding financial management, budgets and inventory. This position reports directly to and is supervised by the CFO.

Qualifications/Skills

- Ability to manage multiple assignments simultaneously
- Solid problem resolution skills, a strong work ethic and meticulous attention to detail required
- High level of integrity and accuracy
- Solid written and verbal communication skills
- Bachelor's degree or equivalent plus 5 years of accounting experience
- Thorough knowledge of standard cost accounting and variance analysis

Please contact Katrina Blake at 303-998-0000 or email resume to kblake@A-1careers.com

Auditors and Tax Accountants

One of the Top 20 firms is currently recruiting for their Wyoming Location. Salary ranges are \$50-\$100k plus depending on your years of experience. Not including signing bonuses, annual bonuses, and paid relocation! You must have some public accounting experience. Company will pay for your CPA license.

Please contact Katrina Blake at 303-998-0000 or email resume to kblake@A-1careers.com

SEC Reporting Specialist

This position supports the financial reporting manager in preparation of SEC filings, review of subsidiary reporting packages, cash flow statements, EPS calculation, and all stock option accounting.

RESPONSIBILITIES/REQUIREMENTS:

Preparation of SEC filings, Accounting for equity transactions and disclosures, Accounting for stock options, grants, exercises and cancellations. Assist in providing and developing internal reporting of financial data. Use broad accounting, management and business knowledge to identify reporting issues. . Review of monthly reporting packages and financial statements submitted from subsidiaries, to ensure accuracy for SEC reporting requirements. Ad hoc reporting and analysis as required. Client is seeking two to four years of related experience and public accounting preferred. Must have ability to communicate accounting matters with all levels within the organization and to outside parties including auditors and lawyers, if necessary. Bachelor Degree in Business with a major in Accounting preferred, CPA certification a plus.

Please contact Katrina Blake at 303-998-0000 or email resume to kblake@A-1careers.com

Financial Reporting Accountant

Location: Denver

Opportunity: Financial Services firm is seeking an Accountant with experience in financial reporting for their team. Ideal candidate will have exposure to reviewing or preparing financial statements. Candidate must be able to work independently and meet seasonal deadlines.

Key Responsibilities: The purpose of this position is to assist in analyzing, consolidating and reporting the results of operations, financial position and cash flows of the company for both internal and external reporting. This requires detailed analysis of data submitted by business units and the consolidated results. Also, the position will assist in the preparation of quarterly reports (Form 10-Q) and the annual report (Form 10-K) filed with the SEC. The position will also serve as a liaison between corporate and the business units accounting and finance groups.

Required Skills: 1-2 years experience in accounting, public accounting or financial reporting. Bachelor's degree in Accounting required CPA or CPA candidate preferred, but not required. Proficiency in Microsoft Excel and Word.

Please contact Brenda Cannella at: bcannella@allenresourcesllc.com

Sr. Financial Analyst

Location: Denver

Opportunity: Fortune 500 company in Denver is seeking a Sr. Financial Analyst to join their team. The ideal candidate for this role will have experience in conducting and documenting complex financial analysis projects. Preparing financial and business related analyses and conducting research in financial and expense performance, costing, budgeting, rate of return, depreciation, and working capital.

Key Responsibilities: Conducts and documents complex financial analysis projects. Prepares financial and business related analyses and research in such areas as financial and expense performance, costing, budgeting, rate of return, depreciation, and working capital. Responsible for developing accurate, timely and comprehensive financial reports for facilitating management decisions. Prepares forecasts and analyzes trends in sales, finance, general business conditions and other related areas. Develops and recommends business policies, and conducts special financial and business related studies. Presents strategy recommendations to management. May provide training or guidance to lower level Financial Analysts.

Required Skills: A minimum of 4 years accounting/finance experience is required. Experience required in budgeting, financial reporting, pricing, cost accounting and other varied financial disciplines. Strong organizational, problem solving, and communication skills required. Advanced knowledge of spreadsheet and word processing programs.

Corporate reporting single point of contact for segment.

Essbase / HFM experience a plus

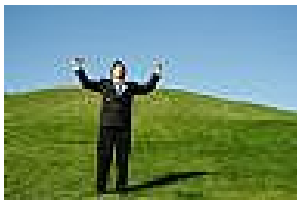
Please contact Brenda Cannella at: bcannella@allenresourcesllc.com

A study was made of alumni ten years out of Harvard to find out how many were achieving their goals. An astounding 83 percent had no goals at all. Fourteen percent had specific goals, but they were not written down. Their average earnings were three times what those in the 83 percent group were earning. However, the 3 percent who had written goals were earning ten times that of the 83 percent group.

Forrest H. Patton, *Force of Persuasion*, as quoted by Ronald W. Miller, *Planning for Success*



When the job market is tight, it may be tempting to cut corners on your job search, but for the sake of landing a position, please don't. When it's a buyer's market, you owe it to yourself and your family to put your best foot forward. To stand out, there are three key factors you need to concentrate on – your resume, interview skills, and follow up strategy.



Interview Skills

Admit it. How many interviews have you gone on without preparing? In a job seeker friendly market when companies are clamoring for great employees the “wing it” method worked just fine. But to compete in this market, you have to invest time getting acquainted with common interview questions and sample responses.



Follow-Up Strategies

The interview isn't over when you walk out of the interviewer's office. Chances are many candidates interviewed for the position before you did and will interview for the position after you. To remain competitive, it is essential that you write a follow up letter. This is the advice most job seekers tend to ignore. And it's a shame because the follow-letter can seal a job offer. A small percentage of job seekers write a follow-up letter so those that do take the time to write one stand out for all good reasons.

When reviewing a job offer, it's important to consider the entire compensation package including job content, salary, benefits, hours, flexibility, pension plans, and work environment. Review this checklist to ensure that you have considered all the alternatives and weighed all the options prior to making a decision to accept the position.

Job Offer Checklist

- **Job Content**

- **Salary**

- Base Salary
- Commission
- Bonuses
- Projected Salary Increases

- **Benefits**

- Vacation
- Sick Time
- Health & Life Insurance
- 401(K)
- Pension Plans
- Stock Options

- **Hours and Travel**

- **Work Environment**

- **Flexibility and Company Culture**

- **Promotion and Growth Opportunities**

- **Pros and Cons**

Make a list of the pros and cons of your current position (if you have one) and the job offer you are considering. Which one comes out ahead?

- **Your Personal Circumstances**

What does your gut tell you? Does the job offer sound exciting? Or do you have a queasy sense that this might not be the right job for you? Listen to whatever it is telling you. Our instincts are usually right, even if we can't come up with a concrete, rational explanation for them.

How to Survive a

Job Loss | KATHY WILLIAMS

Given the recent events in the financial industry and other areas of the economy, experts are predicting that layoffs will continue. To help those who might end up losing their jobs, the Five O'Clock Club career coaching network offers seven tips for staying afloat.

1. Negotiate the best possible severance package, including some sort of outplacement. Decide what you want—don't start with the company policy, the group advises. Try to get continued health insurance benefits, ask for a year of career coaching and the right to select the service, and don't accept cash for the entire settlement. Deal with each of these issues separately because this gives you more leverage, the Club says. Also, don't underestimate how much time and coaching you might need to get a new job.

2. Don't let a layoff lower your self-esteem. Remember that lots of good people get downsized. The Five O'Clock Club says that 78% of the people who attend their sessions get a new job at or for more than their previous pay.

3. Find a way to structure your life, and keep a routine. Call on contacts in your current trade association; join additional associations, schedule interviews. Work on your job search so you will remain motivated.

4. Conserve your severance pay. A large cash settlement can disappear quickly, the group notes, especially if you have to pay for your own benefits. Your job search also could take longer than you expect. If you take some time off to recoup, spend as little money as possible.

5. Make sure you set aside time for your search. The group recommends that you spend at least 40 hours a week on your job search if you are unemployed.

6. Work on your targets. This means the right job, the right field, the right areas. Expand your search into several geographic areas, if necessary. Consider small or private companies if you are only looking in large corporations. Think of several financial jobs you might want to pursue.

7. Take the time to find the right job for you. Don't leap into the wrong job just for security. Hard work will grind you down unless you love the business you're in, and taking the wrong job might make you seek a new one quickly.

For more information about the Five O'Clock Club and job hunting tips, visit <http://www.fiveoclockclub.com/>

The Job-Search Buddy System



Do you wish you had someone to talk to—fairly often and informally—about the little things? “Here’s what I’m planning to do today in my search? What are *you* planning to do? Let’s talk tomorrow to make sure we’ve done it.”

You and your job-search buddy could keep each other positive and on track, and encourage each other to do what you told the small group you were going to do: Make that call, send out those letters, write that follow-up proposal, focus on the most important things that should be done—rather than (for example) spending endless hours responding to job postings on the Web. With your buddy, practice your Two-Minute Pitch, get ready for interviews, bounce ideas off each other. Some job search buddies talk every day. Some talk a few times a week. Most of the conversation is by phone and e-mail. Sometimes, people match themselves up as buddies. Just pick someone you get along with in your small group. Sometimes, your coach can match you up. However you do it, stay away from negative people who talk about how bad it is out there. They will drag you down.

The small group changes over time: people get jobs; new people come in. If you lose one buddy who got a job, get another buddy. Your buddy does not have to be in your field or industry. In fact, being in the same field or industry could keep you focused on the industry rather than on the *process*. But you *do* have to get along!

The relationship may last only a month or two, or go on for years. Some buddies become friends. Of course, you should see a career coach *privately* for résumé review, target development, salary negotiation, and job interview follow-up. It’s usually best to get professional coaching advice for these areas.

How to Find a Job in a Slow Economy

By [Althea DeBrule](#)

In a slow economy it's harder to find a job. Layoffs and job eliminations increase as companies cut budgets and spending. Daily business news reports make you want to "holler and throw up your hands" as you watch friends and family (and even you) lose jobs and income. It's easy to play the victim and make the slow economy an excuse for doing nothing; but a wise man or woman will shake off the lethargy, pick up the pieces and aggressively look for job opportunities. These tips will assist you in finding a job in a slow economy.

Step 1 - Develop a job search plan. Don't waste ANY time complaining and moaning about the economy. Instead take deliberate action to search every nook and cranny for potential positions.

Step 2 - Seek out former employers if you left in good standing and contact previous bosses to see if there are job openings that have not yet been made public.

Step 3 - Ask friends to find out if their companies are hiring. They may qualify for an employee referral bonus if you are hired for an available job opening.

Step 4 - If you're looking to try something new, search for open positions at places where you spend a lot of your free time such as gyms, hobby centers, entertainment, hangouts, etc.

Step 5 - Search for appealing freelance opportunities that use your skill set. At minimum this step can bring in much needed income while you search for a steady job. You may be surprised to find that these opportunities may lead to full-time work as well.

Step 6 - If your church has a career ministry, contact it to see if they are aware of any job openings in the community or the church itself. Church members who are aware of job openings in their companies usually make known this fact to career ministry staff.

Step 7 - Take advantage of every available FREE career resource to help with resume preparation, interviewing skills, and related job search necessities. If you received outplacement benefits due to layoff or job elimination, make sure to use them.

Step 8 - If you are collecting unemployment benefits, you will have to look for a job. Take advantage of every opportunity to apply and interview. Your local Department of Labor Office will know of available jobs in your area.

Step 9 - Be methodical about your search and fight off discouragement by working on your plan for at least two hours each day. There ARE job opportunities available, even in a slow economy; you may have to look harder to find them.

Job Search Tips

Ten Time Saving Tips to Speed Up Your Job Search

By [Alison Doyle](#), About.com

Here are some quick time-saving job search tips that will help your hunt for a new job go smoothly.

Be Prepared. Have a telephone answering machine or voice mail system in place and sign-up for a professional sounding email address. Put your cell phone number on your resume so you can follow up in a timely manner.

Be More Than Prepared. Always have an up-to-date resume ready to send - even if you are not currently looking for work. You never know when an opportunity that is too good to pass up might come along. Have a supply of good quality resume paper, envelopes and stamps on hand.

Don't Wait. If you are laid-off, file for unemployment benefits right away. You may be able to file online or by phone. Waiting could delay your benefits check.

Get Help. Utilize free or inexpensive services that provide career counseling and job search assistance such as college career offices, state Department of Labor offices or your local public library.

Create Your Own Templates. Have email and paper versions of your resume and cover letter ready to edit. That way you can change the content to match the requirements of the job you're applying for, but, the contact information and your opening and closing paragraphs won't need to be changed.

Use Job Search Engines. Search the job search engines. Use the sites that search the major job banks, employer sites and electronic news groups for you.

Jobs by Email. Let the jobs come to you. Use job search agents to sign up and receive job listings by email. All the major job sites have search agents and some web sites specialize in sending announcements.

Time Savers. Strapped for time? Consider getting help writing or editing your resume. Resume posting service that post your resume to multiple job sites at once can save hours of data entry.

References Ready. Have a list of three references including name, job title, company, phone number and email address ready to give to interviewers.

Use Your Network. Be cognizant of the fact that many, if not most, job openings aren't advertised. Tell everyone you know that you are looking for work. Ask if they can help.

This tip isn't a time saver, but, it will broaden your online job search resources.

Don't Stop. Don't limit your job searching to the top sites like Monster, CareerBuilder and HotJobs. Check the smaller niche sites that focus on a particular geographic location or career field and you will find plenty of job listings.

Career Mapping: Don't Get Lost Along the Way

By Gordon Miller

Just as companies who use a business plan as a "road map" find the path easier to negotiate, people who use a "career map" have a much better chance of reaching their destination.

Think about it. If you're in Winnemucca and you want to get to Wichita, a map is a handy thing to have. Without it you might eventually end up Wichita. Might. Eventually. But it could take much longer than it needs to and it most likely will be a forgettable trip. Sound familiar?

Making a career map can be beneficial at any stage of the game for many of us. If you're just entering/re-entering the workplace, or perhaps been in the fray for decades, career mapping can prove to be an invaluable tool. Particularly if you are thinking of switching fields.

More importantly, the "C-Map" is necessary to help you better navigate the rapidly changing workplace rules. Changes like continuing record layoffs, mergers and acquisitions, the advent of technology and its impact on many of our jobs.

When I talk about developing a career map, I'm referring to an actual document. Typically, it's a one or two page piece, a summary of your career strategy going forward. It's a road map. A guide. It doesn't mean you absolutely have to go by that route. If you get to someplace in your travels and the road's under construction, you may have to take a detour. Your company has been sold? Your department has been outsourced? Your position is being eliminated? Not to worry (too much). You have a plan. A strategy. The career mapping plan I've developed, which has worked wonders for the many clients I have worked with, is made up of nine specific steps as follows:

An Overview: This first step consists of a ten thousand-foot view of what you want to accomplish in the future. One year, five years -- whatever makes sense for you. There are times when the map will need to be changed suddenly. Perhaps your significant other finds a great job in another city, or you realize that the new boss and you don't jive.

Identifying Your Market: The next step is to identify who your market is. It's the same step a business goes through. Decide which industries or companies are most likely to continue to grow and need you.

The Marketing Plan: If you are working long hours, not making the money you want, and are quite unhappy, it may be a matter of focus. Decide which aspect of your profession is the most appealing for you and develop a plan to market your knowledge, skills and experience to get the position you want.

Identifying Your Strengths and Weaknesses: The idea is to maximize your strengths and minimize your weaknesses. But first you have to know what they are. Ask the people in your life you most respect to help you with this one. Put them down on paper. It may give you a new understanding of you.

The Positioning Statement: In order to be good at what we do, we have to know what business we are in. The positioning statement is no more than one paragraph long. It spells out here's who I am, and here's how I'm going to position myself going forward, and here are my capabilities, and here's how I fit into my industry or company.

The Action Plan: Now that you know what you want to do for the next year or two, you need to identify the tactics you use to carry it out. You might include research, talking to experts in your industry, and mirroring people who are already successful doing what you plan to do.

The Financial Plan: The key here is to understand that a change in career direction may have an impact on your finances. I recommend you determine up-front what could happen, good or not so good, and have a plan to deal with it.

The Review: How often should you stop along your journey? Take a look at where you are on your map: check weather patterns and road conditions. If you are new to "mapping," I suggest you do it once a week. Once you are more comfortable with the process, once a month is probably often enough. The key is to set a pattern for regularly looking at your progress. Today's job market is changing so rapidly that the people who hope to do well are those who have an idea about where they are going and how they are going to get there. I see too many of us making career decisions without a real strategy behind them. It's a little like Ready! ... Fire! ... Aim! Occasionally you'll get lucky and hit the target. Most often you won't.

Gordon Miller is the Co-Founder and CEO of The CareerEdge.com, Inc., a career coaching company. He

is a nationally published author of career-related issues. His book, *The Career Coach: Winning Strategies for Getting Ahead in Today's Job Market*, is published by Doubleday.

Bring on the Holiday Help

Companies Need Workers for Seasonal Jobs

By Margaret Steen

Some want extra cash for the holidays. Some relish the prospect of buying books, clothing or house wares from their favorite store at a discount. And others are hoping for solid experience that will lead to a long-term job. For all these reasons, hundreds of thousands of workers take temporary jobs for the holiday season. Opportunities range from packaging and shipping positions to jobs in warehouses and distribution centers. But when most people hear "holiday hiring," they think retail -- and that is indeed a major focus for employers. U.S. retailers added almost 700,000 holiday jobs in 2005. Some stores hire thousands nationwide: Crate and Barrel, for example, expects to add about 3,000 seasonal workers this year. And some jobs are created by small shops that hire just one or two extra workers.

A Shortage of Talent

This year, experts predict the overall number of holiday jobs will be about the same as last year, but the atmosphere will be different.

"There's a serious talent shortage out there," said Jim Nelson, regional director for the Pacific Northwest region of Manpower. "It's going to be tougher for the companies doing the hiring this year than it was last year."

Most holiday hiring happens in November, though some stores start assembling their teams in October and others are still filling slots in December. Seasonal positions generally last until early January.

The Required Skills

Employers say they are looking for reliable workers who can provide excellent customer service. Other qualities that will help land a job are highlighted below.

Flexibility: Julie Rudolph, owner of Blue Kangaroo Books in Danville, Ill., keeps her children's bookstore open longer in the evenings and weekends, starting after Thanksgiving. And she's not alone. These hours are typically when retailers need extra help.

At Crate and Barrel, the ads for seasonal workers specify that applicants must have flexible schedules and be able to work during Thanksgiving and Christmas weeks.

"We do want people who are going to be available when we're the busiest," said Kim Swinkle, associate relations supervisor for Crate and Barrel.

Math and cash register skills: Rudolph looks for bookstore applicants with computer experience, because "then the cash register won't be too frightening to them."

Enthusiasm for the merchandise: Many retailers advertise in their stores for seasonal workers, hoping regular customers who know and appreciate the store's goods will apply. For Rudolph, knowledge of children's books is important when she makes her hires. At Carte and Barrel, knowledge of the store's products is a plus, though not essential, Swinkle said.

Potential for Permanent Work

The vast majority of seasonal jobs are just that -- seasonal -- and they end after the holidays are over. But it is possible for a holiday job to lead to something more. Sometimes, for example, a store will need someone to take the place of a regular worker who is leaving.

"There are retailers who use this holiday hiring period as a recruiting ground," said John Challenger, CEO of global outplacement firm Challenger, Gray & Christmas. "You get to see how people really are."

Future Programs:

Make suggestions for future topics or speakers by emailing any of our board members. We appreciate and need your opinions on what is valuable to you.

Address Corrections Forward to:

Boulder Valley IMA News
Toni Cox, tcx@bltek.com

Boulder Valley Chapter Membership Programs:

Complimentary 6 Month Membership

The IMA understands that sometimes IMA dues take a back seat in your budget when hard times hit. However, that is when you need the IMA and its resources the most. If you have become unemployed due to no fault of your own, we would like to offer you a complimentary 6-month IMA membership.

Military Membership

If you have been pulled for active duty the IMA will waive your membership fees entirely.

**Contact Robin Friends, Supervisor at IMA
Nationals at 800-638-4427 ext 1565 or
Email: rfriends@imanet.org**