



The Association of  
Accountants and  
Financial Professionals  
in Business

September 2016  
<http://www.nwsurbanchicagoima.com>



## Northwest Suburban Chicago IMA Chapter Meeting

CAN YOU AFFORD NOT TO INVESTIGATE? DETECTING AND MITIGATING FRAUD

SPEAKER: RANDY WILSON  
September 22, 2016  
Emmett's Brewery Co.,  
110 N. Brockway St.,  
Palatine, IL 60067

This event earns 2 CPE credits!  
6:00pm Sign in and Networking  
6:30pm Dinner  
7:00pm Speaker Presentation

**Cost -**  
**\$35 IMA Members / \$40 Nonmembers Walk-Ins, w/o Advance Registration**  
**\$20 IMA Members that are Retired or Unemployed with Advance Registration**  
**\$20 Students**

There is plenty of parking in the lot and on the surrounding streets. Also, it is on the NW Suburban Metra train, Palatine Station.

Reservations are being taken by Bill Decker at Robert Half International at 847-884-7422 or via email at [bill.decker@rht.com](mailto:bill.decker@rht.com). We would appreciate hearing from you soon, please, so we can plan for the number of attendees

## About Our Speaker

Mr. Wilson is a leader in Plante Moran's Chicago Forensic Practice. He is a certified public accountant, certified in financial forensics, certified fraud examiner, and an attorney with over 25 years of experience as an auditor, consultant and fraud examiner covering many diverse industries.

Mr. Wilson frequently provides consultative and expert witness services to clients involved in matters related to allegations of improper financial conduct. His experience in accounting, financial reporting and investigations have enabled him to provide valuable insight on investigative and accounting issues related to SEC inquiries and other regulatory investigations

## Board of Director Updates

Long term member and board member Victoria Carroll (Vicky) has relocated and is no longer on North West Suburban Chicago Chapter Board of Directors. Vicky brought a positive attitude, was always willing to help or take the lead. She is dedicated to the IMA and will be missed. All of the best to Vicky! Rich Ramazinski has stepped in to the role of Treasurer. Thank you Rich.

The board has been busy planning the 2016-2017 agenda. We would like to invite any interested members to join the Board. This year we would also like to encourage members to contact us regarding speakers, topics and ideas that you would like to see for the 2016-2017 term and further.

## Top 10 Productivity Tools for Accountants

Work expands to fill the time allotted to it, and in a 24/7 world, that means you'll be working all the time. To help manage the massive workloads that many modern accountants face, we asked the candidates from our Top 100 Most Influential List in Accounting – presumably some of the most successful people in the field -- to name their favorite productivity tools. Not surprisingly, many of them mentioned mobile devices, from tablets and smartphones to smartwatches, while others stressed having strong teams to support them.

Here are 10 more of their favorite apps, software solutions, organizing systems, and strategies for getting the most out of their day.

### *Video conferencing: Skype*

The ability to talk face to face with clients, far-flung team members and anyone else over long distances without having to travel is a major productivity enhancer.

While **Skype** was by far the most commonly mentioned solution, **Zoom** is a popular alternative, and **BlueJeans** also got a look-in.

### *Team communications: Slack*

Herding cats is much easier with team chat/collaboration tool **Slack**, which is extremely popular among our Top 100 People candidates. Its souped-up chat features let groups of users chat in dedicated spaces that act as archives for all the communications on a particular topic, project or what-have-you.

### *Note-taking: Evernote*

Half the time you can't remember things, and the other half of the time you can't find or decipher your notes. Note-taking app **Evernote**, which helps you keep, organize and find all your notes, was cited as a major boon by our candidates, including one who described it as "an external hard drive for my brain."

*More communication: Google Chat and Hangouts-*

Google's video and chat tools – **Google Chat and Hangouts** – were frequently cited for the way they combine text, video and audio to eliminate distance, bring teams together, facilitate collaboration – and save time.

*To-do list: Paper, pen or Wunderlist*

The simple to-do list – often but not always handwritten – is crucial tool for many of our Top 100 People candidates, who use them to give focus to their day and prioritize their time.

Among the app-savvy, **Wunderlist** was a favorite digital solution – among other things, it lets you share your lists with others, so you can make to-do lists for them, too.

*Time to recharge*

Counter-programming – dedicating blocks of time to activities like meditation, exercise, or simply playing with the kids – is an important tool for our respondents to recharge and come back ready to charge ahead.

At the same time, others saw value in blocking off uninterrupted periods to focus on long-term planning, deep thinking, or unstructured talks with important stakeholders

*Project management*

Some projects and task are too complicated to run through a communication tool like Slack; for those, our respondents like **Trello**, which is particularly strong for when you have multiple projects going. They also like **Basecamp**.

*The human touch -- sometimes*

While it may seem obvious that one person can be more productive with a second person to help them, the wrinkle that the leaders in the field put on this is that many of their assistants are part-time and often virtual: They work remotely (often from several states away), and in many cases for only 10-15 hours a week – though their employers are able to leverage those hours into significant time-savings elsewhere

*Social media*

Finally, we'll note that, used properly, social media can be more than just a time-waster: Many of the candidates for our Top 100 praised Twitter for helping them stay up to date on accounting and tax rules, Facebook for letting them keep up with family, friends and colleagues, and LinkedIn for helping with prospecting and finding new staff – all while they're on the move.

"Top 10 Productivity Tools for Accountants - Leaders in the field pick their favorite efficiency-enhancers", *Accounting Today.Com*, 2016

**2016/2017 BOARD MEMBERS & CONTACT INFO**

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**Interested in joining the Board? We would love to have you! Please contact a board member if you are interested in serving on the board and/or attending a meeting.**

**Don't forget to visit our Website <http://www.nwsurbanchicagoima.com>**

Best regards,

Jennifer Grosse  
President  
NWSC IMA Chapter  
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