Professional Staff Training
Level I and Level II

Your staff has the greatest impact on the quality of your firm’s work and financial success, so register them today!!

What the participants say...
“Leader, materials, etc., were exceptional.”
“Course supplied me with ways to handle many of the problems I run across on a daily basis.”
“Course and leader offered me exactly what course info said it would, and was important to me. I think it will carry over into my work. Round table discussions were invaluable to me.”
“The cases were very real to my everyday experiences. The focus on business issues was very timely. This course helped develop my business skills and in-charge supervisory skills.”

Level I
September 21-23, 2016
Member $650/Non-Member $650

When to Take This Course
During a person’s first year in public Accounting
Recommended CPE Credit: 24 hours
Discussion Leader: Jack Ellovich, CPA

Objectives
This course provides an outstanding foundation for future growth in public accounting by focusing on what partners in a local or regional accounting firm really expect their staff accountants to be able to do. It develops individuals’ workpaper preparation skills for audits, reviews and compilations. Participants rave about this program. They typically, make comments like, “I wish I had taken this course sooner, It would have saved a lot of time and avoided many problems”. It helps staff accountants:

- Avoid major pitfalls that often waste time during their first year in public accounting
- Develop better “workpapers” (in a “paper” or “paperless” environment)
- Perform various assignments (and do a more “complete” job)
- Quickly become more productive and effective

Major Topics:
- Local firm engagements and assignments
- Keys to success in public accounting
- Preparation of schedules and workpapers
- Wrapping up the file - completing the assignment
- Typical statement presentation and disclosure issues
- Time management - improving “chargeable” time, efficiency and productivity
- Checklists and other quality control documentation
- Comprehensive audit case study - preparing the “workpapers” for a “real” client *

* NOTE: This case was adapted from the records of a small business client of a local firm. The case takes the participants through the normal stages of preparing the workpapers and statements for the typical business audit client.
Level II  
October 18-20, 2016  
Member $650/Non-Member $750  

When to Take This Course  
During staff's second year in public accounting  

Recommended CPE Credit: 24 hours  
Discussion Leader: Jack Ellovich, CPA

Objectives  
To improve the accountant's ability to handle varied assignments with less supervision and to produce quality financial statements on a timely basis. Individuals will learn to recognize, research and solve typical technical and client oriented problems often encountered in the compilation, review, and audit environment of the typical business client. It also strengthens their understanding of quality control documentation requirements, and how federal taxation affects the accounting engagement, while at the same time emphasizes techniques to improve the engagement’s efficiency.

Major Topics:  
- Improving productivity on the typical assignment  
- Practical analytical procedures—handling exceptions or “out-of-line” information  
- Researching and solving technical accounting and disclosure issues; related party transactions, fair value, deferred taxes concentrations, etc.  
- Federal taxation—How it impacts on the typical business client engagement  
- Preparing the report, statements and footnotes  
- Special Reports: cash/tax basis, personal F/S, etc.  
- How to strengthen workpaper quality  
- Quality control and Peer Review

Register me today! Professional Staff Training  
☐ Staff Training I (September 21-23)  ☐ Staff Training II (October 18-20)  
Name: ________________________________
EMail Address: ________________________________
Firm/Company: ________________________________
Street Address: ________________________________
City: __________________ State: __________ Zip: __________
Business Phone: ________________ Home Phone: ________________

☐ Enclosed is my check in the amount of: $_______________(Payable to: NHSCPA)
Members $650 per seminar  ☐ Non-members $770 per seminar

Did you know...You can safely pay by credit card via our secure website, www.nhscpa.org?  
If you cannot register on-line, please call the Society office at 603.622.1999

☐ I have special needs under The Americans with Disabilities Act. Please contact me.  
☐ Are you a member of another State Society? If yes, which one: ________________________________