



Georgia Division MAL Connection

POWER of Commitment, Professionals Achieving the Extraordinary

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A message from our Georgia Division President

The theme for the 2009-2010 IAAP year is "POWER of Commitment". For Georgia Division's theme, I chose to add a tag line to the International theme; "POWER of Commitment, Professionals Achieving the Extraordinary". I truly believe that to succeed as administrative professionals in today's workforce we have to go beyond the norm and achieve the extraordinary. John Maxwell wrote, "Ordinary people with commitment can make an extraordinary impact on their world" and I think this is a perfect description of a successful administrative assistant.

Have you ever thought about the Power of Commitment? What are you committed to? We all make commitments in our personal life as well as our professional life. Many times I think about things I want to do, but until I actually make a commitment to do it, it is just a thought. Commitment leads to action. It's the difference between thinking about things and actually doing them. Harry Beckwith once said, "It's tempting to sit and wait for life to come to you. But it can't. It's too busy. Life is out there. You have to go for it."

What have you been thinking about that you would like to accomplish in your personal and professional life? Choose to make a commitment; go for it! "When you choose commitment, you give yourself a chance for success." John Maxwell

I would encourage you to make a commitment to IAAP. Membership in our organization is a privilege and there is so much that can be gained by being an active member. Visit the Division website and check out the programs the chapters are having each month. Most chapters do not charge a fee to attend their monthly meetings, so visit them and take advantage of the free educational programs that are available to you. This is also an opportunity to network with other professionals. In order to reap a benefit from your membership, you must first make an investment. Make an investment in your career by taking advantage of all that your membership has to offer. Give yourself a chance for success!

Donna Mitchell CPS/CAP
Georgia Division President

Administrative Professional Hot Topics and Tips

2010 Salary Trends: Accounting and Finance

Starting salaries for accounting and finance positions are expected to decrease by an average of 0.4 per cent in 2010. Businesses seek financial professionals who can help manage costs and enhance profitability. Companies also value personnel who possess deep technical expertise, are excellent communicators and collaborate effectively with colleagues across multiple departments.

Positions with the best prospects include:

- 1. Senior financial analyst:** Businesses need professionals who are able to evaluate financial plans, forecasts and budgets, and identify ways to improve profitability. A senior financial analyst at a midsize company (\$25 million to \$250 million in sales) is anticipated to earn \$57,750 to \$73,500 in starting salary in 2010.
- 2. Credit manager/supervisor:** Companies need professionals who can contribute to the bottom line by reducing inefficiencies and enhancing profitability. As a result, credit and collections specialists who can evaluate credit risk, manage delinquent payments and help improve cash flow are in demand. Base compensation for credit managers/supervisors working in large companies (over \$250 million in sales) is projected to range between \$67,000 and \$94,250.
- 3. Senior accountant:** Professionals with an accounting designation are sought to handle projects ranging from maintaining the general ledger system to analyzing and preparing financial statements. Individuals who can identify cost-saving opportunities are particularly valuable to their organizations. Senior accountants at large companies are forecast to earn \$56,250 to \$74,500 in annual base compensation.
- 4. Accounting clerk:** Entry-level job seekers are required to help companies perform basic accounting procedures, including processing accounts receivables to assist in generating cash flow. Many companies who had made deep cuts are looking for individuals to help manage increasing workloads and assist with special projects. Base compensation for accounting clerks is projected to range between \$31,750 and \$42,500.

2010 Salary Trends: Administrative and Office Support

Starting salaries for administrative professionals are projected to decrease by an average of 2.2 per cent in 2010. However, demand is steady for administrative candidates with broad expertise and the ability to multitask, especially within teams that have been stretched thin and have redistributed work among fewer employees. In addition, firms want support staff who are confident as they approach unexpected situations, quick to learn new skills and able to help others adapt to change.

Positions with the best prospects include:

1. Customer service representative: In the current economy, hiring managers consider customer service the function most critical to their organizations' success, according to the 2009 Employment Dynamics and Growth Expectations (EDGE) Report from Robert Half and CareerBuilder. The salary range for a customer service representative is projected to be \$28,750 to \$37,500.

2. Executive assistant: Companies with leaner teams are looking for employees to take on a wider range of duties. Executive assistants who can wear many hats, support multiple managers and adapt readily to change are in particular demand. Senior executive assistants are likely to see starting salaries in the range of \$48,000 to \$64,750.

3. Data entry specialist: As companies hire professionals to help manage workflow and assist with special projects, those skilled in high-volume data entry will be in greater demand. Increasingly, these professionals need to work interdepartmentally while juggling multiple priorities. Data entry specialists are forecast to earn between \$26,750 and \$31,750 in 2010.

Bolt noted that many firms continue to report recruiting challenges despite current labor market conditions. "While many employers themselves have been more selective to avoid costly hiring mistakes, many are faced with competition for high performers and an unwillingness of professionals to leave secure positions. Supplementing full-time employees with skilled temporary professionals allows companies to manage business demands while avoiding over-hiring and the need for possible future layoffs."

The new Robert Half Salary Guides include the 2010 Salary Guide for accounting and finance, produced by Accountemps, Robert Half Finance & Accounting and Robert Half Management Resources; the Robert Half Technology 2010 Salary Guide for technology professionals; and the OfficeTeam 2010 Salary Guide for administrative positions.

The guides are produced annually by Robert Half to offer hiring managers information on prevailing salaries in their geographic areas and insight into the latest employment trends. This year for the first time, the 2010 Salary Guides will be accompanied by online Salary Centers featuring up-to-the-minute information and analysis on the employment environment and Robert Half's new Salary Calculators. The Salary Calculators allow users to quickly access the starting salary range for their specified position and location and can be accessed at www.roberthalf.com/SalaryCentre, www.rht.com/SalaryCentre and www.officeteam.com/SalaryCentre for the accounting and finance, information technology, and administrative fields, respectively.

**Retrieved from Workplace Magazine website: www.workplace-mag.com*

IAAP News

Certification Development Workshop & Student Conference February 19 - 20, 2010

Come join us for the first ever combination event. This year's theme is "Building Blocks to a Successful Career." Your host chapters are Dogwood and the Heart of Peachtree. Registration packets were emailed to members and guests and you may also download the packet from the IAAP web site. An excellent hotel rate of \$89 plus tax, per night has been secured. A total of 6 recertification points have been awarded for the seminars. The early bird registration fee is \$135 through January 15, 2010. After that the registration fee increases to \$175 and after February 1, 2010 the fee will be \$225.00. For further information visit: <http://www.iaap-georgia.org/>

** Retrieved from IAAP Georgia Division website: <http://www.iaap-georgia.org>*

2010 Professional Education Spring Conference

The Professional Education Conference is designed especially for admins and will provide attendees with all the knowledge, skills, and attitudes they need to fit in with their executive teammates and the credibility and confidence they need to stand out from the crowd. Don't miss the next conference March 8-10 at the Grand Sierra Resort in Reno, Nevada. The conference is entitled, "Online, On Site, On Target - 360° Business Relationship Building for Admin." The admin is at the center of this 360° innovative solution that requires new knowledge, skills and attitudes that most of us have to learn on the fly or through trial and error. Attendees will receive 1.5 CEU or a maximum of 15 CPS/CAP recertification points for participating. For more information visit www.iaap-hq.org/events/pec

** Retrieved from IAAP Headquarters website: <http://www.iaap-hq.org>*

EDUCATION FORUM AND ANNUAL MEETING

2010: Boston, Mass. July 18-21, Hynes Convention Center

The International Education Forum & Annual Meeting is IAAP's premier event taking place during the summer with over 1,200 attendees. This event offers more than 50 education workshops focusing on topics from management skills to leadership development. Attendees will have the opportunity to see the inner workings of the association by attending the business sessions that highlight the association leadership. And don't forget the numerous networking events that provide social gatherings with your peers.

If you're an executive, wondering why to send your admin to the International Education Forum and Annual Meeting or an admin, deciding whether or not to go, find out the [benefits of this gathering](#).

[For a copy of the 2009 EFAM registration brochure, please click here.](#)

** Retrieved from IAAP Headquarters website: <http://www.iaap-hq.org>*

Fall Conference

2010: Louisville, Ky., Oct.17-20, Hilton Seelbach Hotel

The Fall Conference is held each October in various locations in North America. This 2½ day conference provides opportunities to network, share ideas, problems and solutions with other admins. You will have the opportunity to hear three to four top-notch presenters and return to your job with renewed energy and vitality. You will also receive recertification points if you are an active CPS and/or CAP holder. You can receive CEU as an alternative to recertification points.

** Retrieved from IAAP Headquarters website: <http://www.iaap-hq.org>*

Featured DMAL

If you are interested in being a featured DMAL please send your information to Sharon Jordan CAP at Sharon.jordan@autotrader.com.

IAAP Georgia Division Chapter Meeting Announcements

**Refer to the GA Division website for more information, www.iaap-georgia.org*

AGL Resources

Date: every other month 3rd Thursday
Time: 11:30 a.m.
Contact: tortiz@aglresources.com

ALBANY

Date: 4th Monday of each month
Time: 6:00 p.m.
Contact: ypope@dougherty.ga.us

APPALACHIAN

Contact: rena@brjc.net

ATHENS

Date: 3rd Tuesday of each month
Time: 6:00 p.m.
Contact: lavonneg@uga.edu

ATLANTA

Date: 3rd Monday of each month
Time: 6:00 p.m.
Contact: glittle261@aol.com

ATLANTA AIRPORT

Contact: Sandra.johnson@atlanta-airport.com

ATLANTA CITY HALL

ATLANTA FEDERAL GOVT.

Date: 3rd Thursday of each month
Time: 1:00 p.m.
Contact: lysanderbell@hotmail.com

ATLANTA HEALTHCARE

Date: 2nd Monday of each month
Time: 6:00 p.m.
Contact: lwaker@msm.edu

CHEROKEE ROSE

Date: 3rd Thursday of each month
Time: 11:30 a.m.
Contact: michelle.williams@gatrans.com

CLIFTON CORRIDOR

Date: 3rd Thursday of each month
Time: 5:30 p.m.
Contact: president@iapp-ccc.org

COBB

Date: 4th Monday of each month
Time: 6:00 p.m.
Contact: pcarter@cbiz.com

THE COCA-COLA COMPANY

Date: 1st Wednesday of each month
Time: 11:30 a.m.
Contact: dohart@nako.com

DEKALB

Date: 3rd Thursday of month
Time: 6:00 p.m.
Contact: milleras@bekalbtech.edu

DOGWOOD

Date: 3rd Tuesday of each month
Time: 6:00 p.m.
Contact: awv9@cdc.gov

EVANS TOWNE CENTER

Contact: djiaap@aol.com

FAIRWAYS

Date: 3rd Tuesday of each month with the exception of December 2009 and March 2010
Contact: iaapfairwayspres@gmail.com

FAYETTE-COWETA

Date: 2nd Monday of each month
Time: 6:00 p.m.
Contact: dncook@southernco.com

FULTON COUNTY GOVT.

Contact: charisse.parker@fultoncounty.org

GEORGIA POWER

Date: 2nd Wednesday of each month
December 2009
March, April, May, & June 2010
Time: 11:30 a.m.
Contact: kgivson@southernco.com

GWINNETT

Date: 3rd Tuesday of each month
Time: 6:30 p.m.
Contact: lesa.prontaut@politec.com

HEART OF PEACHTREE

Contact: vlievable@bellsouth.net

LAGRANGE

Date: 3rd Tuesday of each month
Time: 5:30 p.m.
Contact: angela.west@miliken.com

MUNICIPAL EMPLOYEES

Date: 3rd Thursday of each month
Time: 6:00 p.m.
Contact: rena.blackstock@gwinnettcounty.com

NEW ROCK

Date: 1st Tuesday of each with the exception of April
Contact: Lori.Holbrook1@LPNT.net

NORTH POINT

Date: 2nd Tuesday of each month
Time: 5:30 p.m.
Contact: sherry.burt@mckesson.com

PORT CITY

Date: 3rd Tuesday of each month
Time: 6:00 p.m.
Contact: marcibeegle@columbusbankandtrust.com

TIFTAREA

Date: every other month 3rd Tuesday
Time: 12:00 noon
Contact: bdoss@abac.edu

TURNER BROADCASTING

Contact: Eunice.reger@turner.com