



Member Spotlight

Meet Mary Farrelly!!

Mary is an Eastern Shore native who now lives in Quantico, MD with her husband Gerry. Together they have a daughter named Marisa and a cat named Princess. She has a BS degree in Business Administration with a concentration in Finance from Salisbury University. She also has her MBA from Virginia Tech. Mary earned her CMA certification in 2017.



Mary serves on the board of Horizons Salisbury which is an organization that provides academic enrichment to low income public school students in Wicomico County. She and her family were also very involved with the Appalachian Service Project for many years. Her favorite quote is "work hard and be kind to people" - something she applies to her own life.

In her free time, Mary loves to read, go jogging, and learn to play golf as well as travel. Her favorite vacation spot is Hilton Head, South Carolina.

Mary currently works as a Senior Financial Analyst on a part-time basis in the Foods Consolidated Reporting group at Perdue Farms. It is difficult for her to choose her favorite part of her job since she loves working with numbers and loves the people she works with. This is evident once you learn that Mary has been at Perdue for 26 years! At Perdue, she has held various positions in Financial Analysis, Sales and Marketing Accounting, General Ledger and Foods Consolidated Reporting. Mary has worked in the accounting/finance industry for 28 years.

Mary has been an IMA member for many years. She believes that "IMA is a great source for meeting other people in the accounting/finance field and staying current by taking advantage of the wide range of training classes." When asked what advice she has for people just embarking on this career, Mary says, "always be open to learning new things, both on the job and through training opportunities. Also, take advantage of the knowledge of others and ask lots of questions." Great advice Mary!

It was terrific getting to know you Mary!! Thanks for sharing with us!

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Your IMA Chapter Board

President: Jesse Reid, MBA, CPA

Past-President: Bill Perry, CPA, CMA, CFM, CAPP, CGMA

Treasurer: Dana Morgan, MBA, CPA, CMA

Secretary: Kate Reinert, MBA, CMA

VP of Professional Education: Christina Burke, MBA, CPA

VP of Membership: Stephanie Valdivia, MBA, CPA, CGMA

VP of Communication: Paige-Marie Davis, MBA, CMA

VP of CMA Awards: Jim Kaylor, MBA, CMA

VP of Young Professionals: John Muto, CPA

Awards, Recognition, and Plain Great Stuff!

Congratulations 2018 IMA Chapter Award Winner

Delmarva

- 2nd Place in the Warner Division Chapter Standings
- Gold Metal for 3-Year Membership Net Growth in the Warner Division



Congratulations to our Chapter for winning the following 2018 Awards

- »2nd Place in the Warner Division Chapter Standings
- »Gold Medal for 3-year Membership

Thank you for your participation in our IMA Chapter!!

Welcome New Members to our IMA Chapter

Craig Brown joined in July 2018



IMA Milestone Membership Anniversaries

David Propper – 5 yrs on 7/3/2018
Karen Penney – 5 yrs on 8/29/2018

Barry Hoffman – 20 yrs on 8/11/2018
Julie Sommers – 5 yrs on 10/30/2018

New CMA Licenses



Tammy Smittenaar

Recent Educational Achievements

Jim Kaylor received his MBA from Salisbury University in May 2018

If you would like to share any "Plain Great Stuff" in the next Dispatch, please email Paige-Marie.Davis@perdue.com.

President's Message



Welcome to the Delmarva Chapter of the Institute of Management Accountants. I am excited and honored to serve as your Chapter President, and I am looking forward to getting to know everyone over the course of the next year. We have a great Board of Directors that have committed to providing you with quality continuing professional education and a rewarding networking environment. Your Delmarva board has been hard at work planning for this upcoming chapter year. We are continuing to schedule monthly speakers and updating our upcoming chapter events. Please go to Events & Education/Chapter Events for details. If you would like to find out more about our chapter or about becoming a member, we encourage you to contact us by clicking [here](#) to get to our website.

Who are we and what do we do?

The Delmarva Chapter of the IMA is a non-profit organization committed to providing educational, networking, and leadership opportunities to accounting professionals on the Delmarva Peninsula. We welcome accounting professionals from industry, public accounting, and academic fields.

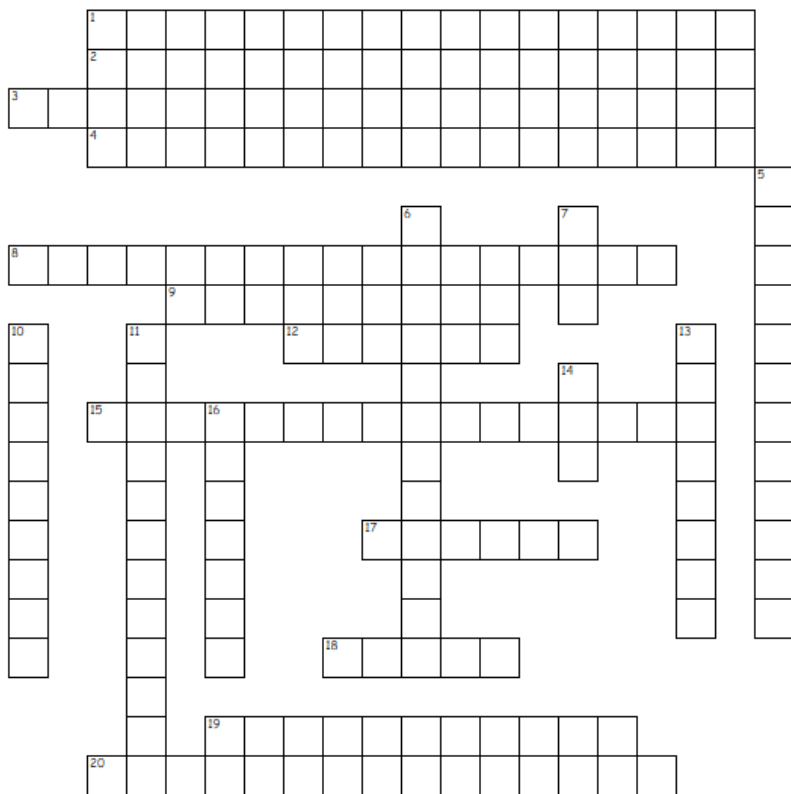
The mission of our chapter is to promote accounting knowledge, provide educational opportunities, and serve the community through:

- Chapter meetings that include speakers on relevant accounting, tax, and business topics.
- Providing low cost continuing education programs for members and non-members.
- Supporting nearby IMA student chapters by providing speakers and inviting student members and faculty advisors to Delmarva Chapter functions.
- Partnering with other organizations to sponsor educational programs.
- Soliciting ideas from other chapters and the National Organization on effective programs.
- Using chapter funds when available to support scholarships and educational activities.
- Promotion of the Certified Management Accounting program.
- Providing volunteer accounting and tax expertise in the community to individuals and small businesses.
- Providing professional networking opportunities for members.

Jesse Reid, CPA, MBA
Delmarva Chapter President

Perplexing Puzzle

Financial Terms Crossword Clues



Across

1. A qualified expense that the IRS allows you to subtract from your adjusted gross income, which further reduces your taxable income.
2. A standard amount that can be used to reduce your taxable income if you decide not to itemize your deductions.
3. Employer-sponsored retirement plans, such as pensions, in which the employer promises a specified retirement benefit based on a formula that may include an employee's earnings history, length of employment and age.
4. A type of policy that provides additional liability coverage beyond what your home, auto or boat insurance may provide.
5. A mortgage that carries a fixed interest rate for the entire life of the loan.
6. A number used by banks and other financial institutions to measure a borrower's credit worthiness.
7. An account held by an impartial third party on behalf of two parties in a transaction.
8. When you're investing or saving, this is the interest that you earn on the amount you deposit, plus any interest you've accumulated over time.
9. Also called equities or shares.
10. Commonly referred to as fixed-income securities.
11. The process of buying or selling securities over time in order to maintain your desired asset allocation.
12. The process by which you choose what proportion of your portfolio you'd like to dedicate to various asset classes, based on your goals, personal risk tolerance and time horizon.

Down

1. The increase in the value of an asset or investment — like a stock or real estate — above its original purchase price.
2. This is the process of paying off your debt in regular installments over a fixed period of time.
3. Used to determine your taxable income, minus any additional IRS-qualified deductions that you're eligible to take.
4. A person who is financially dependent on your income, typically a child or an adult relative you may support.
5. Companies often use these as management incentives.
6. The difference between your assets and liabilities.
7. A type of mortgage in which the interest you pay on your outstanding balance rises and falls based on a specific benchmark.
8. The payments you make to an insurance company in return for protection from financial losses within the scope of your policy.

Answer sheet is located on the Delmarva IMA Chapter Website: delmarva.imanet.org

CPE in Review

“Innovation and Creativity for Left-Brain Thinkers”

Submitted by Kate Reinert, CMA, IMA Member Since 2006

On July 19th, the Delmarva chapter of the IMA hosted a 4-hour CPE event at the Perdue Learning University. Seventeen attendees learned about “Innovation and Creativity for the Left-Brain Thinker”. A very engaging speaker, Ms. Jennifer Elder led the class, providing very valuable insight into how to broaden one’s innovation skill-set in order to make better decisions.

Ms. Elder first described the challenges that our profession faces that inhibit creativity: the abundance of regulations and rules, our tendency to use checklists to manage workload and our propensity to do things the same way as previous years. However, it is imperative that we overcome these challenges in order to face today’s complex business conditions. She defined creativity as “the ability to transcend traditional ideas, rules, patterns, relationships or the like and to create meaningful new ideas, forms, methods, interpretations, etc.”. It is necessary to use creativity because it helps foster teamwork and improves decision-making by providing additional options.

The speaker provided some practical tips to help encourage creativity. For instance, the “5 Whys” method works to understand the root cause of an issue. Brainstorming is another good option and can be done in large groups or small groups, with different advantages and disadvantages to each. Mind mapping is another great process, that breaks a challenge down to several attributes, which are then examined separately. One method that is great for fostering teamwork and building creativity is improv; it forces participants to be flexible, listen closely and suspend judgement.

Ms. Elder did an excellent job teaching the attendees about this important subject. Her use of class participation was not only engaging, but also helpful to drive home her points. The information proved to be useful and relevant to many of our personal and professional lives. We look forward to the possibility of learning more from this excellent speaker!

“Interviewing Skills Seminar”

Submitted by Christina Burke, CPA, IMA Member Since 2014

On Tuesday, September 18th, 2018, the Delmarva Chapter of the IMA hosted a Lunch-N-Learn event at the United Way of the Lower Eastern shore. This was a 1-hour CPE event on Interviewing Skills presented by Jim Kaylor. There were 8 members in attendance.

Jim provided several helpful skills for both interviewers and interviewees. The presentation consisted of information on how to prepare for an interview, dos and don’ts for interviews, pros and cons of dual interviews and finishing strong.

Jim encouraged attendee participation by having Stephanie Valdivia and Hong Kim Duong perform a mock interview for attendees. Both Stephanie and Kim provided a very realistic interview that gave attendees a great example to discuss. We then broke into small groups and each person took a turn at being interviewee, interviewer and feedback provider. The session was a great way to brush up on skills for both being interviewed and performing an interview!

Delmarva IMA Chapter Roster

Shared annually in the Fall Delmarva Dispatch

First Name	Last Name	Join Date	CMA	CFM	Title	Responsibility
Karen	Abbott	7/12/2005			Accountant	General Accounting
Dana	Baker	6/10/2014			Accountant	General Accounting
Hannah	Barber	6/4/2013	CMA		Analyst	Cost Accounting
Tania	Barnard	4/27/2018			Student	Student
Tiffany	Bingaman	7/11/2017			Other	General Accounting
Tamela	Blackburn	3/24/2010	CMA		Analyst	General Accounting
Michael	Blaher	9/20/1994	CMA		Consultant	Public Accounting
Charles	Boster	5/29/2012	CMA		Academic	Cost Accounting
Anthony	Bozarth	3/24/2010			Director/Manager	Cost Accounting
Danielle	Bradshaw	3/24/2010			Accountant	Other
Kateryna	Brattseva	2/26/2016			Analyst	Information Systems
Craig	Brown	7/18/2018			Director/Manager	Taxation
Christina	Burke	1/14/2014			Director/Manager	General Accounting
Michelle	Carmean	7/27/2016			Supervisor	Cost Accounting
Deb	Chaney	11/18/2016			Chief Financial Officer	Corporate Management
Laura	Coates	4/27/2018			Director/Manager	Cost Accounting
Elena	Collins	4/10/2014	CMA		Accountant	Cost Accounting
Melissa	Coulson	3/24/2010			Director/Manager	General Accounting
Crystal	Croll	6/8/2015			Analyst	Other
Tammy	Dashiell	4/3/2018			Executive Officer	Cost Accounting
Paige-Marie	Davis	10/20/2005	CMA		Director/Manager	General Accounting
Keith	Dennis	12/5/2001			Analyst	General Accounting
Linda	Dittrich	1/12/2010			Accountant	Cost Accounting
Khanh	Doan	6/24/2016			Accountant	Other
Edward	Dorang	5/28/2014			Director/Manager	Finance
Theodore	Dragich	2/1/1960				
Hong	Duong	2/1/2017	CMA		Academic	Education
Wendy	Dutton	1/23/2014			Accountant	General Accounting
Mary	Edmiston	11/30/2017			Director/Manager	Finance
Cindy	Evans	8/23/2016			Director/Manager	Budgeting & Planning
Mary	Farrelly	2/26/2016	CMA		Analyst	Other
Mary	Ferrell	4/26/2010			Director/Manager	General Accounting
Edward	Flanagan	2/4/2015			Director/Manager	Internal Auditing
Marilou	Gordy	1/1/2011			Analyst	Finance
Barbara	Gorski	11/1/1990	CMA		Accountant	Public Accounting
Belinda	Hammonds-Rose	3/28/2017			Director/Manager	General Accounting
Howard	Harrell	7/13/2004			Director/Manager	Internal Auditing
Angela	Hastings	1/29/2014			Director/Manager	General Accounting
Tom	Heeney	8/10/2016			Accountant	General Accounting
Barry	Hoffman	8/11/1998			Consultant	General Accounting
Mieshia	Horsey	1/29/2014			Accountant	General Accounting
Stanley	Howeth	11/1/1987	CMA		Other	Corporate Management
Kim	Huey	4/27/2018			Supervisor	Cost Accounting
Olga	Huynh	9/22/2015	CMA		Other	Other
J. Michael	Hyland	11/1/1974	CMA		Director/Manager	Budgeting & Planning

First Name	Last Name	Join Date	CMA	CFM	Title	Responsibility
Reed	Ingersoll	4/16/2010			Director/Manager	Finance
Denise	Insley	1/12/2010			Director/Manager	Cost Accounting
Kimberly	Jacko	6/8/2015			Analyst	Other
Bryan	Johnston	4/30/2014	CMA		Director/Manager	Finance
Sharon	Jones	7/28/2016	CMA		Accountant	Cost Accounting
Elizabeth	Jones	1/26/2017			Supervisor	Other
Kristi	Kane	5/8/2014			Accountant	Cost Accounting
James	Kaylor	3/22/1999	CMA		Director/Manager	Information Systems
George	Knapp	2/1/1992	CMA		Controller	General Accounting
Sallie	Koslowski	7/9/2014			Accountant	Cost Accounting
Brian	Kragler	11/17/2017			Accountant	Cost Accounting
Patty	Latchum	4/4/2016			Analyst	Finance
Min	Lee	3/24/2010			Accountant	General Accounting
Derek	Leitner	8/8/2016			Director/Manager	General Accounting
Audrey	Marciniszyn	4/30/2013			Accountant	Internal Auditing
Dorcia	Martin	8/2/2016			Accountant	Cost Accounting
Danny	Messick	12/1/1977			Executive Officer	Public Accounting
Michele	Messick	11/3/2016			Accountant	General Accounting
Cole	Messick	7/18/2017			Accountant	General Accounting
Jerry	Moore	3/24/2010			Accountant	Cost Accounting
Megan	Moore	4/4/2016			Analyst	Finance
Terrence	Moreno	8/2/2016			Director/Manager	Information Systems
Dana	Morgan	8/1/1989	CMA		Controller	Cost Accounting
Paul	Morris	3/24/2010			Analyst	Finance
John	Muto	12/6/2017			Director/Manager	Other
Gregory	Nelson	10/8/2014			Accountant	Public Accounting
Tyniece	Norwood	6/8/2004			Accountant	Cost Accounting
Michael	Parker	3/29/2007			Accountant	Cost Accounting
Stephen	Passwater	3/24/2010			Accountant	Cost Accounting
Ammie	Patterson	8/2/2016			Accountant	Cost Accounting
Paul	Pauling	1/12/2010			Supervisor	Budgeting & Planning
Karen	Penney	8/29/2013			Accountant	Cost Accounting
William	Perry	6/1/1990	CMA	CFM	Director/Manager	General Accounting
Lorie	Phillips	4/27/1999			Director/Manager	Internal Auditing
David	Plotts	9/13/2012			Controller	General Accounting
David	Propper	7/3/2013			Other	Internal Auditing
Charles	Ramsey	1/1/2011			Director/Manager	Other
Jesse	Reid	12/15/2009			Accountant	Governmental Accounting
Sarah	Reinert	11/15/2006	CMA		Director/Manager	Cost Accounting
Heather	Richardson	7/11/2017			Controller	Corporate Management
Niki	Rutter	10/26/2016			Vice President	Finance
Shannon	Ryans	1/23/2014			Accountant	Cost Accounting

First Name	Last Name	Join Date	CMA	CFM	Title	Responsibility
Jair	Saenz	11/30/2016			Accountant	Cost Accounting
Matthew	Sandt	5/28/2014			Director/Manager	Budgeting & Planning
Constance	Savage	4/30/2013	CMA		Director/Manager	Internal Auditing
Gary	Savage	7/24/2015			Accountant	Cost Accounting
Teri	Scott	8/3/2016			Analyst	Other
David	Short	9/15/2016			Director/Manager	Cost Accounting
Steve	Sibert	12/1/1990			Accountant	Cost Accounting
Kimberly	Smethurst	9/20/2010	CMA		Chief Financial Officer	General Accounting
Dana	Smith	4/24/2018			Accountant	Cost Accounting
Tammy	Smittenaar	2/15/2018	CMA		Vice President	General Accounting
Donna	Snyder	8/23/2016			Consultant	Other
Julie	Somers	10/30/2013			Accountant	Cost Accounting
John	Soper	4/1/1989			Controller	Finance
Stuart	Steele	1/28/2013			Controller	Other
Ruth	Stoneman	8/3/2016			Accountant	Public Accounting
Patrica	Storer	11/15/2017			Analyst	Finance
Denise	Taylor	1/7/2018			Director/Manager	General Accounting
David	Thompson	8/5/2016			Accountant	Cost Accounting
Holly	Timmons	6/8/2015			Analyst	Other
Marc	Topor	8/25/2016			Accountant	General Accounting
Lana	Towers	4/28/2017			Director/Manager	General Accounting
Dionne	Townsend	8/25/2016			Analyst	Finance
Debbra	Trcka	4/12/2002			Supervisor	Cost Accounting
Mercy	Utter	7/14/2016			Other	Other
Stephanie	Valdivia	3/24/2010			Director/Manager	General Accounting
Teri	Westhoff	12/7/2001			Accountant	Other
Tambra	Wharton	3/17/2016			Accountant	Cost Accounting
Andrea	Williams	7/1/1989	CMA		Controller	Cost Accounting
Autumn	Willis	11/6/2014			Controller	General Accounting
Amy	Wingate	3/3/2005			Accountant	General Accounting
Kelly	Wisner	8/24/2015	CMA		Supervisor	Cost Accounting
Carl	Wolfe	10/1/1990	CMA		Director/Manager	General Management
Marcia	Wood	5/13/2015			Controller	Finance
Dana	Yates	4/18/2002			Director/Manager	Cost Accounting



Young Professionals

Registration now open for IMA's Student Leadership Conference

Register now! Join us in St. Louis from November 1-3, 2018. At this professional networking event, students can take advantage of meeting new contacts during three exciting days of learning and fun!

Visit IMASLC.org for more information.

SU Mentor Program Update

We continue to sponsor and promote the mentoring program with Salisbury University. Currently we have four mentoring relationships with students and will be seeking additional mentees as we engage the campus this fall with the start of their 2018/2019 school year. We plan to engage the student body by visiting classes and additional student activities on campus as well as working with faculty to identify opportunities.

Mentoring is a great opportunity for career and personal development, guidance and support, and a valuable experience for both mentee and mentor. We are always seeking additional mentors to grow our network and to be able to offer mentees a variety of experience and backgrounds.

Please contact John Muto at John.Muto@gmail.com with any questions regarding the mentor program or if you have ideas around engaging the student body to promote and grow the program.

Other Updates

Memorial Education Fund

The Delmarva Chapter of the IMA applied for and has been awarded the Memorial Education Fund (MEF) Grant for the 2018-2019 chapter year from IMA Global. The MEF Grant exists to award scholarships and other forms of assistance to students; to make educational opportunities available to students interested in accounting or management accounting; and to provide for the acquisition and preservation of books, documents, and other objects of historical interest.

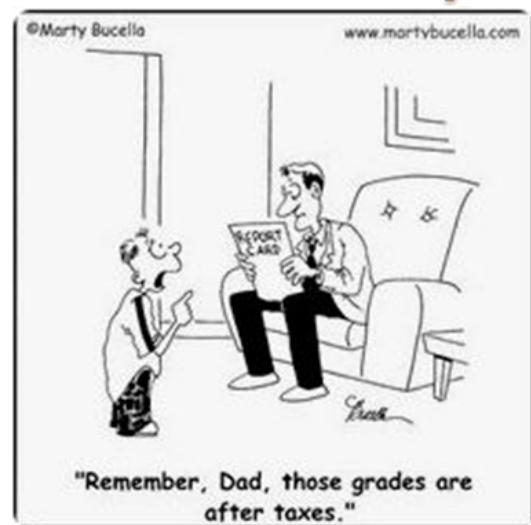
We will be using this grant to hire an outside speaker for our annual joint meeting with the Student IMA chapter that we sponsor at Salisbury University. The joint meeting will be held in February on Salisbury University campus. Stay tuned for more exciting news regarding this event!



Quarterly Quote



Featured Funny



Delmarva IMA Chapter

- 10/23/2018 Individual Income Tax Update by KPMG
- 11/16/2018 14th Annual Shore Fraud Conference

IMA Leadership Academy Upcoming Webinars

- 10/2/18 Global Leadership
- 11/6/18 Successful Conflict Negotiation
- 12/4/18 Workplace Bias

IMA Inside Talk Upcoming Webinars

- 10/10/18 What is GDPR and why should I care?



Dispatch Submissions

If you have a submission for next quarter's Delmarva Dispatch, please submit it by

11/30/2018 to

Paige-Marie.Davis@perdue.com.

Connect with Us

Delmarva Chapter

or



IMA Global – New CMA Ad Campaign



IMA Global launched the Year 3 CMA ad campaign, covering programmatic TV, radio, digital, social media, and search engine marketing in the U.S. The campaign is truly global, as our Regions are working with us to extend the campaign around the world in the upcoming weeks. Take a moment to enjoy the TV commercial on YouTube: youtu.be/QfYA8KB77J8

In the new ad campaign, the Institute of Management Accountants highlights how its CMA certification program prepares industry professionals for the rise of automation as well as offers insight into core subjects such as financial planning, analysis, corporate finance, and risk management. “When we first launched the ‘You’ve Got to Earn It’ campaign, we were just beginning to understand how automation would impact the work of accounting and finance professionals,” said Jeff Thomson, IMA President and CEO, in a press release. “Today, we’re keenly aware of the challenges, but also the opportunities AI offers to help management accountants add influence and value.”

There’s a lot of talk about robots taking the jobs of accountants. They’re certainly faster at crunching numbers. But who’s going to turn their information into insights? The answer is - Certified Management Accountants. Because CMAs can do things robots can’t. And they have the credential to prove it. Visit cmacertification.org for details.

Help spread the word about the benefits of the CMA Certification. Share this commercial spot with all of your network accountants! See the Value of a CMA credential on the next page!



The Value of the CMA

CMAs earn 47% more in the U.S. than professionals without the CMA or CPA*. In fact, a 22-year-old CMA could enjoy more than \$500,000 in additional lifetime earnings*.

More importantly, the certification is a pathway to a more successful business career: one that opens doors, builds confidence, closes skills gaps, and lets you tap into a network of 100,000 professionals around the globe.

As our CMAs will tell you, it's an investment that pays a lifetime of dividends and lets you rise above the competition.

** IMA's 2018 US Salary Survey*



IMA Global - 100th Anniversary Celebration in 2019

Does IMA run in your family?

In anticipation of our 100-year anniversary celebration coming up in 2019, we are looking for examples of members who have generations (Legacy) in one family as IMA members. If this describes your family, please send an email to communityservices@imanet.org describing your family, the benefits they received from the IMA as well as any posts they held. We'd love to hear from you! Thank you for your assistance on this creative project!

IMA Global - Book Nook

Corruption, conflicts of interest, fraud, and other unethical behaviors in the business community seem to be headline news far too frequently. To discourage these activities among business, IMA continuously advocates for the highest ethical and best business practices in management accounting and finance.

Recognizing the importance of ethical behaviors, IMA has published *Curt Verschoor on Ethics - Timely Columns* from *Strategic Finance Magazine*. The book contains columns on twelve topics including:

- Case studies of fraud
- Sustainability and integrated reporting
- Whistleblowing
- Ethics of executive compensation
- International ethics standards

Get yours today! Don't miss your opportunity to learn from the recognized authority on ethics in management accounting and finance.



<https://www.imanet.org/insights-and-trends/ima-books/curt-verschoor-on-ethics>

Office Politics: Diplomacy Always Wins

With the U.S. election now behind us, you probably think you can take a break from politics, but don't get too comfortable – office politics knows no season and no end date.

In an Accountemps survey, 80 percent of U.S. office workers polled said workplace politics are alive and well, and 55 percent get involved in politicking. What's more, 76 percent of respondents say playing the game is necessary for professional advancement, compared to just 56 percent who felt the same way in 2012 when a previous survey was taken. It's clear that politics is playing a bigger role in the workplace these days.

Common office politicians

There are many ways to play office politics. Below is a list of common culprits:

- **Gossipmongers.** It's common to talk about others. Why? We gain social bonds from telling interesting stories about our friends and coworkers. The gossip hound, however, takes it one step further with speculations, unfounded theories and even blatant misinformation. Gossip becomes harmful when people share unprofessional or potentially damaging information, especially on social media.
- **Flatterers.** There may be a few of these in your workplace. If you're in management, perhaps you've experienced it first-hand — employees who frequently praise your decisions and actions. If you're among the rank and file, this is the person who shamelessly butters up the boss with sweet but insincere words.
- **Credit hogs and credit thieves.** The hogs demand recognition for their own work, no matter how small or insignificant. At the same time, they downplay the contributions of others. Thieves are worse – they essentially lie about who did what and take credit for other people's hard work.
- **Finger-pointers.** The flip side of the credit thief is the finger-pointer. Whenever there's a mistake or something goes wrong, they're never to blame. Instead they point fingers.
- **Underminers.** The world of politics has opposition research — digging up dirt on the opponent and dropping bombshells at opportune times. This can happen in the workplace, where a few bad apples take down their rivals with whispers and accusations. These operatives are skilled in making others look bad.
- **Lobbyists.** In government, these professionals' sole job is to sway elected officials' opinions and consolidate support for their cause. In the financial workplace, these savvy employees have a way with words and know how to persuade their team to go along with their plan.

How to deal with office politics

Some aspects of office politics can be positive. For instance, if you've done your research and feel strongly about the merits of moving to a cloud-based financial solution, your lobbying efforts would benefit the company. But whether you choose to play the game or sit on the sidelines, every accounting and finance professional needs to know the basics of workplace politics. Here are some tips:

- 1. Radiate positivity.** Be that person in the office who doesn't badmouth others. Rather than going along with the tattler and adding fuel to the flame, say something nice or bow out of the conversation. Let fairness be part of your personal brand.
- 2. Be ready to walk away.** When gossip becomes a problem, know when to excuse yourself. Make some noise about how that quarterly report won't write itself or express you have a pressing deadline.
- 3. Keep good records.** Write down your ideas and accomplishments. That way, when credit thieves pass off your work as their own, you have documentation. If necessary, provide your manager with a paper trail – showing the idea was your brainchild, not someone else's.
- 4. Stand up for yourself.** When someone spreads nasty rumors about you, say something. Diplomatically confront bullies and let them know their behavior is unacceptable. If necessary, bring it up with your manager.

Office politics is bound to happen in the modern workplace. You may not enjoy the game, but you should at least understand the rules — and be ready to play if necessary.

Accountemps, a [Robert Half](#) company, is the world's first and largest specialized staffing firm for temporary accounting, finance and bookkeeping professionals. Accountemps has more than 325 locations worldwide. More resources, including job search services and the [Accountemps blog](#), can be found at roberthalf.com/accountemps.

