

# The American Institute of Professional Bookkeepers

---

6001 Montrose Road, Suite 500, Rockville, MD 20852 (301) 770-7300

Steve Sahlein 800-622-0121 is available for interviews

## **Certified Bookkeepers Trained to Stop Small-Business Crime; Expertise Goes Beyond Internal Controls to Fraud Prevention**

Bookkeepers taking the national certification exam at Prometric test centers nationwide will be required to pass a test on internal controls and fraud prevention, the American Institute of Professional Bookkeepers (AIPB) announced.

This part of the AIPB ([www.aipb.org](http://www.aipb.org)) exam covers how to spot and stop fraud and theft by employees, vendors and customers, including how to tell counterfeit checks and credit cards from valid ones.

AIPB Co-President Steve Sahlein says that AIPB is responding to what amounts to a crime wave in small business. Check fraud has skyrocketed to an estimated \$50 billion a year, credit card fraud has hit nearly \$1 billion, and the US Chamber of Commerce estimates that 30% of the businesses that fail, do so because of employee theft.

“The bookkeeper is the chief financial officer (CFO) in the vast majority of small companies—those with up to 100 employees,” says Sahlein. “That is why we are now requiring that Certified Bookkeepers (CBs) know *more* than CPAs. Although accountants who want to become CPAs must pass a test on internal controls (procedures designed to prevent loss), bookkeepers who want to become CBs will be have to pass a test on internal controls *and* fraud prevention.”

The test will cover internal controls that prevent:

- Theft of noncash assets (inventory and supplies)
- Hiring the wrong employee and preventing employee theft
- Check fraud and theft
- Credit-card fraud
- How to keep vendors from cheating you.

The American Institute of Professional Bookkeepers is the national association and certifying body for bookkeepers, founded in 1987, currently with 30,000 members. For further information, contact AIPB, Suite 207, 6001 Montrose Road, Rockville, MD 20852, call 1-800-622-0121, fax: 800-541-0066 or visit [www.AIPB.org](http://www.AIPB.org).