



GONE PHISHING

“The boss needs 100 \$20 gift cards...but keep it a secret!”

If this line sounds familiar, your company may have been targeted by the latest phishing scam. Scammers are getting more creative all the time, and it's working for them. It seems like every day another email scam is in the news, and while you'll never be able to completely eliminate them from infiltrating your inbox, you can help your employees be more alert. Below, you'll find tips to help you avoid being the next victim.

Check who sent it. Mouse over the sender's email address and a small window will pop up with the actual address. Often spammers use bogus emails masked as legit contacts to trick the recipient.

Check hyperlinks. The first tip also works with hyperlinks. Never click on a link in an unfamiliar email.

Does the email sound like the sender? Bad grammar, misspellings, or writing differently than their norm indicates it may not be who you think.

Was this message expected? If you get a request for payment with a sense of urgency, does it follow the normal course of business or does it seem strange?

If in doubt, check it out! Don't reply to the email, instead pick up the phone and call the sender before you take any action.

Google it. If you are still unsure, google it to see if it's a known scam. You may be surprised to learn you aren't the only one that was targeted.

Implement dual controls. A second set of eyes can provide a layer of protection for the organization.

Standardize the payment process. The more standardized the accounts payable process

is, the easier it is to spot the oddball payment requests.

The best thing you can do is educate and empower your employees. Often AP staff are trained to process bills quickly, but they can head off unusual requests by knowing what “normal” activity looks like. If the request seems abnormal, encourage your people to speak up. You may save yourselves from being caught up in the middle of a phishing attack.

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