

## **Description of the Ethics Commission**

Ethics Commission members review Statements of Financial Interest Forms (Ethics Forms) that are submitted annually by all elected officials and certain City employees as designated by the Mayor (typically employees who are within the top 150 wage earners and in positions of decision making and responsibility.)

Commission members review the forms to ensure that all questions are answered. At the conclusion of the meeting, the members vote to approve all forms that are complete. Forms that are not complete are returned to the submitter for updating.

## **Cover Letter, Paula Vancini**

Good afternoon,

As a long time Somerville resident and business owner, I would like to express my interest in being a member of and contributing to the Somerville Ethics Commission.

I was born and raised in the city until my teen years, and have lived here on and off throughout my adult life. I have been here now for since 2004, proudly living in the home previously occupied by my great grandparents, grandparents and parents. I love the city, sharing a loyalty and passion like so many other residents.

I run a small accounting practice, Vancini Accounting & Tax, over here at 2 Alpine Street. I service many Somerville residents and businesses, and have been actively involved in city activities through my association with the Chamber of Commerce. As an active volunteer and Board Member of the Chamber, I have enjoyed professional relationships with many others who are active in the city. As you can imagine, a strong ethical foundation is fundamental to the accounting and tax profession, my personal reputation, and my service to the community.

Attached is my resume as requested and I look forward to hearing back. Do let me know if I can provide any additional information.

Thank you for your consideration,  
Paula Vancini

# Paula A. VANCINI, CMA

Certified Management Accountant

## QUALIFICATIONS SUMMARY

Highly experienced **Financial and Business Professional** providing finance, tax, accounting, and business services to individual, small and medium sized businesses throughout Massachusetts.

## CAREER HISTORY

### **PROPRIETOR, VANCINI ACCOUNTING & TAX** (2013- )

- ❖ Owner and operator of this independent practice specializing in accounting, tax and financial services for individuals, small, medium, nonprofit and emerging organizations.

### **INDEPENDENT CONTROLLER/CFO** (2010-2013)

- ❖ Independent provider of financial, accounting, and business management services. Clients included tech firms, retail firms, professional services organizations, nonprofits and more.

### **CORPORATE CONTROLLER** (2008-2010)

#### **BACKCHANNELMEDIA, INC. (A DEVELOPMENT STAGE HIGH TECH MEDIA FIRM), BOSTON, MA**

- ❖ Reporting to the CEO, hired as the first finance professional responsible for all fiscal functions of this pre-revenue emerging company tasked with development of all fiscal processes.

### **SITE CONTROLLER** (2004-2008)

#### **TRIMBLE MOBILE SOLUTIONS, A DIVISION OF TRIMBLE NAVIGATION, LTD., FORMERLY ELEVEN TECHNOLOGY, INC.**

*(Developer of mobile handheld solutions for consumer products industry), Cambridge, MA and Tempe, AZ*

- ❖ As an early member of Eleven Technology, a venture backed startup, provided overall accounting and fiscal management, overseeing all administrative staff. Following the acquisition of Eleven by Trimble, stayed on as Controller of the Mobile Solutions Division covering four international sites.

### **CORPORATE CONTROLLER** (10/00–3/04)

#### **Z RESOURCE GROUP (CONSULTING, ADVISORY, AND PLACEMENT SERVICE ORGANIZATION), Westborough, MA**

- ❖ Developed all financial and administrative operations from the firm's inception.
  - Developed fiscal procedures from the ground up and acted in an advisory capacity to owners.
  - Built key business relationships such as banking, insurance, legal and real estate services.

## PUBLICATIONS

- ❖ "Motivational Factors Influencing High Technology Entrepreneurship," with J. Corman and B. Perles, *Journal of Small Business Management*, 26 1, (January 1988), 36–42.
- ❖ Numerous policies and manuals pertaining to organizational and accounting procedures.

## EDUCATION

- ❖ Graduate Certificate in Accountancy
- ❖ BSBA, Management, Cum Laude
- ❖ Bentley College, Waltham, MA
- ❖ Suffolk University, Boston, MA

## OTHER

- ❖ Notary Public, Commonwealth of Massachusetts
- ❖ Member, Institute of Management Accountants
- ❖ Member, National Association of Tax Professionals
- ❖ Member, High Technology Financial Executives Network
- ❖ Certified QuickBooks ProAdvisor
- ❖ Treasurer and Board Member, Somerville Chamber of Commerce