



# CMRECC

Central Massachusetts  
Regional Emergency  
Communication Center

## Central Massachusetts Regional 911 District

### District Accountant Job Description

#### **CENTRAL MASSACHUSETTS REGIONAL EMERGENCY COMMUNICATION CENTER (CMRECC)**

**Job Title:** District Accountant

**Department:** Administration / Finance

**Reports To:** Executive Director

**Salary Range:** \$18,200 - \$20,800

**FLSA Status:** Exempt

**Hours:** Approximately 10 hours a week (May vary week to week)

#### **GENERAL SUMMARY**

The District Accountant serves as the primary financial professional responsible for maintaining and overseeing the accounting operations of the Central Massachusetts Regional 911 District (CMR911D). This role ensures compliance with Massachusetts General Laws, the Uniform Municipal Accounting System (UMAS), Generally Accepted Accounting Principles (GAAP), and all applicable state and federal financial regulations.

The District Accountant is responsible for financial recordkeeping, reporting, internal controls, audit coordination, and grant financial compliance. The position provides critical financial guidance and support to the Executive Director, Administrative Board, Board of Directors, and Finance Advisory Subcommittee.

This role is structured as a part-time professional position during the District's early operational expansion phase as it transitions to a fully integrated regional emergency communications system.

#### **WORK SCHEDULE**

This is a part-time professional position, approximately 10 hours per week, with flexibility based on financial deadlines, reporting cycles, and operational needs.

Occasional evening attendance may be required for:

- Board of Directors meetings
- Administrative Board meetings
- Finance Advisory Subcommittee meetings
- Budget workshops and financial review sessions

## **ESSENTIAL FUNCTIONS**

### **Financial Management**

- Maintain the District's general ledger and ensure accurate classification of all financial transactions
- Process and track accounts payable and accounts receivable
- Reconcile financial records and assist with monthly close procedures

### **Budget & Financial Reporting**

- Assist in preparation of the annual operating budget
- Monitor expenditures and provide financial status reports
- Prepare financial statements for leadership and governing boards

### **Compliance & Regulatory Reporting**

- Ensure compliance with M.G.L. c.44 and other municipal finance laws
- Maintain compliance with UMAS, GAAP, and GASB standards
- Prepare documentation for audits and regulatory reporting
- Support State 911 Department grant financial reporting requirements

### **Audit & Internal Controls**

- Coordinate financial documentation for annual independent audits
- Maintain internal controls to safeguard public funds

### **Grants & Funding Management**

- Track and document grant expenditures
- Assist with reimbursement requests and compliance reporting

### **Payroll & Financial Administration**

- Coordinate payroll documentation with payroll providers
- Maintain compensation and financial personnel records

### **Financial Support to Leadership**

- Provide financial analysis and recommendations to the Executive Director and Boards
- Assist with long-term financial planning related to district expansion

## **SUPERVISORY RESPONSIBILITIES**

- No direct supervisory authority
- May coordinate with administrative staff, payroll vendors, auditors, and municipal finance officials

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred
- Minimum of three to five (3–5) years of accounting or financial management experience
- Municipal or public sector finance experience strongly preferred

## **CERTIFICATIONS & LICENSURE**

### **Preferred:**

- Massachusetts Governmental Accounting Certification or ability to obtain within three (3) years

### **Additional Requirements:**

- Valid Massachusetts Driver's License
- Successful completion of a CORI background check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge**

- Massachusetts municipal finance laws and regulations
- GAAP, GASB, and UMAS standards
- Fund accounting and municipal budgeting practices
- State and federal grant accounting

### **Skills**

- Financial analysis and reporting
- Proficiency in financial systems (e.g., VADAR, MUNIS, or similar)
- Advanced Microsoft Excel skills

### **Abilities**

- Analyze complex financial data
- Communicate financial information clearly to leadership and boards
- Maintain confidentiality of sensitive financial and personnel information
- Work independently in a municipal government environment

**WORK ENVIRONMENT**

Work is performed in a professional office setting with frequent deadlines and financial reporting requirements.

Regular interaction with:

- District leadership and staff
- Member community officials
- External auditors
- State agencies (Department of Revenue, State 911 Department)

**PHYSICAL REQUIREMENTS**

- Frequent sitting and computer use
- Occasional lifting of light office materials
- Ability to meet deadlines with high attention to accuracy

**CONFIDENTIALITY**

This position has access to highly sensitive information, including:

- Payroll and compensation data
- Personnel records
- Financial and procurement records

All information must be handled in accordance with Massachusetts Public Records Law and municipal confidentiality standards.

**DISCLAIMER**

This job description is not an employment contract. It is intended to describe the general nature of the position and may be modified as operational needs of the Central Massachusetts Regional 911 District evolve.