



New York State Community Action Association  
[www.nyscommunityaction.org](http://www.nyscommunityaction.org) · 518-690-0491  
2 Charles Boulevard, Guilderland, NY 12084

# Request for Proposals (RFP)

## Financial Consultant

January 13, 2021

## ***I. Background/Overview of the New York State Community Action Association (NYSCAA)***

NYSCAA was created in 1987 to provide New York State Community Action Agencies (CAA) with information, professional development, and technical assistance to enhance their capacity to serve as effective, responsive community resources. NYSCAA's mission is to strengthen the capacity of the Community Action network to address the causes and conditions of poverty. More information about NYSCAA can be found on the website: <https://www.nyscommunityaction.org/>

## ***II. Purpose***

The intent of this RFP is to request proposals from consultants/companies to provide operational accounting and management services to NYSCAA. Specifically, NYSCAA is looking to outsource its finance functions.

NYSCAA is a small association with four staff and a 2021 budget of 1.2 million. In 2021, NYSCAA will be the recipient of four grants:

- Two direct federal grants from Health and Human Services/Administration of Families and Children/Office of Community Services (HHS/ACF/OCS); and
- Two grants direct from the NYS Department of State/Division of Community Services (DOS/DCS).

NYSCAA also receives membership dues, engages in fee-for-service activities, and holds an annual conference where participants pay a registration fee.

## ***III. Scope of tasks to be performed by Finance Consultant***

The list below provides an overview of tasks the financial consultant would undertake include, but are not limited to:

### **Bookkeeping Services**

- Accounts receivable: receive and record revenue as dictated by IRS Guidelines.
- Accounts payable: make payments to vendors etc.
- Maintain costs by program and/or grant designation
- Assist with financial grant reporting
- Review staff timesheets and proper grant allocation
- Process and enter payroll information into accounting system (Fund EZ – Cloud version)
- Maintain deposit and vendor files by fiscal year
- Follow accrual accounting method for maintaining the books
- Monthly reconciliation of bank accounts as well as the reconciliation of all balance sheet accounts
- Identify areas for management review regarding process and practice to improve efficiency and ensure compliance

### **Financial Reporting**

- Provide budget to actual summary and detail

- Prepare monthly statements of Income & Expense, Balance Sheet, or other reports as necessary
- Present financial reports to Board Finance Committee on monthly basis

#### **Budget Preparation**

- Prepare agency budget
- Prepare and submit periodic budget amendments to grantors

#### **Audit Preparations**

- Participate in yearly financial audit and any reviews conducted by funding agencies including document preparation and onsite support
- Prepare year-end reports, schedules and other documents requested by auditor
- Provide audit process support as needed; research and resolve issues as they arise
- Provide reports and data as requested for the completion of annual tax returns

#### **Reporting Requirements**

- Prepare periodic reports as required by CEO, Board of Directors and funders
- Maintain fixed asset inventory and depreciation

### ***III. Duration of the Engagement***

The initial engagement would be for six months (February 2021 – July 2021). After the six months, the consultant and NYSCAA would reevaluate to determine continuation of the engagement.

### ***IV. Application Information***

Please provide the following information:

1. Name of Consultant/Applying Organization
2. Address
3. Contact Person's Name, Phone Number, and Email Address
4. Description of services and approach to bookkeeping/accounting services, particularly as it relates to the above noted tasks, GAAP guidelines for nonprofits, and accounting for government and restricted funding
5. Qualifications/prior experience, including specific non-profit/association financial experience and experience with state and federal funders
6. Price range per month
7. Any additional costs that may be incurred
8. Number and title of staff involved in the work and their responsibilities in the above noted tasks
9. Number of hours per month and whether the hours would be remote or on-site
10. Any other pertinent information
11. Three references (name, phone, email address)

***V. Process for Responding***

Please respond to this RFP with the requested information no later than **Friday, February 5, 2021** to [jorr@nyscommunityaction.org](mailto:jorr@nyscommunityaction.org) or mail to:

Jacqueline Orr

NYSCAA

2 Charles Blvd.

Guilderland, NY 12084

Questions? Please contact Jacqueline Orr, [jorr@nyscommunityaction.org](mailto:jorr@nyscommunityaction.org) or 518-690-0491, ext. 024.