

REQUEST FOR PROPOSALS – FEE ACCOUNTANT

The Greenburgh Housing Authority is seeking proposals from qualified individual CPAs and firms for fee accounting services. The Greenburgh Housing Authority operates 246 conventional public housing units funded by HUD and DHCR, 303 Section 8 Housing Choice Program Vouchers. The Greenburgh Housing Authority and the Greenburgh Housing Development Corporation, its not for profit component unit is seeking proposals from qualified individual CPA's and firms for fee accounting services. Interested firms or individuals may obtain a request for proposal (RFP) by downloading the RFP from www.greenburghhousing.org or by contacting the Greenburgh Housing Authority at (914) 946-2110 or in person at the address below.

All proposals must conform to the instructions contained in these packets. The Authority must receive all proposals by **4:00 PM, Friday, May 25, 2018**. Contact Raju Abraham, Executive Director, 9 Maple Street, White Plains, NY 10603, or call (914) 946-2110.

PROPOSAL SPECIFICATIONS

FOR ACCOUNTING SERVICES FOR GREENBURGH HOUSING AUTHORITY

AND GREENBURGH HOUSING DEVELOPMENT CORPORATION

The consultant shall do, performs and carry out, in a satisfactory and proper manner, as determined by the local public housing authority, the following:

- A. Check and review all transactions in books of account and records on a regular basis in accordance with the procedure outlined by the public housing administration.
- B. Maintain, implement and review internal control procedures, cost control measures and budgeting controls for management.
- C. Prepare annual budgets/budget revisions for all programs.
- D. Prepare quarterly fiscal reports for management, which should include financial analysis, comparison of income and expense against budgets.
- E. Prepare all annual financial statements, schedules and reports in compliance with GAAP requirements, state and local laws. Internet submission of all relevant reports to REAC as is necessary within the prescribed time schedule.
- F. Prepare and file all federal and state tax returns.
- G. Advise management and Board of Commissioners on all accounting, financial and taxation matters as a consultant.
- H. Attend Board Meetings on a need basis.

The Consultant shall be rated and ranked accordingly:

Public Housing Account Experience	25 points
Service Area of Availability	25 points
Experience in Practice	25 points
Fee	25 points