

Request for Proposals for Bookkeeping Services

The Economic Development Corporation of Huron County, Michigan, was formed under provisions of Act 338 of 1974 for the sole purpose of cultivating and supporting economic development within the county.

The Huron County Economic Development Corporation is seeking proposals for bookkeeping services by a firm or individual experienced in non-profit and/or governmental accounting needs.

To be considered, a proposal must be received via email on or before 5pm Friday, February 2.

Scope of work:

- Accounts receivable
- Accounts payable
- Maintain costs by program and/or programs
- Work with Administrative Coordinator to provide grant reporting
- Manage payroll
- Monthly reconciliation of bank accounts and balance sheets
- Prepare monthly statements for Executive Director and Board
- Participate in financial audits and 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
- Prepare periodic reports as required by Executive Team, Board, and funders (County, State, and private philanthropic)
- Maintain fixed asset inventory and depreciation

Term of Contract:

Initial contract will be for 1 year with an option to extend the contract at the conclusion of the first year. Services timeframe is March 1, 2024, to March 1, 2025.

Cost Proposal:

Bidders are requested to submit a project price; include each service and detailed fee schedule where applicable.

Proposal Contents:

Please use the following format when preparing your proposal:

- Proposer Information - company name, primary contact, phone, email, etc.
- Scope of work/description of services and approach to bookkeeping/accounting services, particularly as it relates to GAAP Guidelines for nonprofits and accounting for government and restricted funding
- Firm's qualifications including a summary of previous similar work for nonprofit or governmental agencies. References from similar clients are welcomed.
- Optional: Proposers may include a brief sample of work, or other materials to demonstrate capabilities to complete the work.

Selection Process:

Proposals will be reviewed for completeness, proposer experience, experience with previous similar work, excellent references, and reasonableness of cost proposal.

Proposal Submission:

Questions and completed proposal shall be submitted electronically to the Huron County EDC at info@huroncounty.com or by phone at 989-269-6431. Complete proposals are due by 5pm February 2, 2024.