

ADVERTISEMENT: REQUEST FOR PROPOSALS (RFP)
FOR PROFESSIONAL URBAN RENEWAL AGENCY BOOKKEEPER

The Eagle Urban Renewal Agency (EURA) is seeking proposals from interested parties to fill their contract Bookkeeper position. The requested scope of services and estimated time for the position is noted below. Applicants should please check for any amendments to this proposal at <http://www.eagleurbanrenewal.org/rfps/> prior to submitting their proposal. Proposals shall include at least a current resume, a narrative explaining their relevant qualifications, experience and interest in and approach to the position. Proposal must also include the responder's proposed compensation for the services and at least three references from individuals familiar with your experience in working with an urban renewal agency or similar public or private entity. **All proposals must be submitted to and received on or before Monday, October 19, 2020 at 5:00 p.m. MST. Proposals must be submitted in electronic form via email to the Attention of Ashley Squyres, EURA Executive Director via email to executivedirector@eagleurbanrenewal.org.**

EURA reserves the right to reject any or all proposals, any alternatives contained therein, to waive any informalities or irregularities, and/or to accept the proposal or alternative within a proposal deemed by the EURA to be in the best interest of the public and the EURA.

All proposals will be valid for 60 days. Following selection of a successful proposal(s) EURA will commence negotiations with the selected proposer. If negotiations are not successful with the party initially selected, EURA may select another proposal and pursue negotiations with that party and if those negotiations are not successful proceed similarly through the proposals until an agreement is negotiated or EURA determines it is not in the best interest of EURA to pursue further negotiations on any of the remaining proposals.

Bookkeeper Scope of Work

The Bookkeeper will be engaged by the EURA Commission and will report to the Executive Director of the EURA. Their work is estimated to require 8 hours per month with some additional work during the annual audit and budgeting processes.

- Provide general bookkeeping services (currently via Caselle software) in substantial compliance with Generally Accepted Accounting Principles (GAAP) and/or Governmental Accounting Standard Board standards (GASB), whichever are applicable
- Track and prepare checks and other methods of payment for EURA expenditure
- Assemble and maintain the financial records of the EURA in compliance with Idaho public records law and EURA policies
- Assist with transferring balances as needed between the EURA's financial accounts
- Makes financial recommendations for the EURA's monies and investments
- Provide the EURA Executive Director the following monthly financial documents for distribution prior to regular board meetings and any special meetings: balance sheet, statement of revenues including the budget to actual for the current fiscal year, month and year-to-date income and expenditures, vendor payments, available cash by fund, current fiscal year fund and any summary of significant assumptions
- Assists the EURA Executive Director in quarterly filings and other legal notices related to the budget and audit
- Assists the EURA Executive Director in the necessary tracking and accounting of developer reimbursement agreements
- Coordinate with the EURA Executive Director to perform an annual audit with the EURA's auditor
- Prepares any year end-tax filings