



## **Contract Accounting Services Invitation to Bid**

The Summit Combined Housing Authority (SCHA) is seeking bids for contract accounting services. This contract is expected to encompass both higher-level accounting/finance and some basic bookkeeping services. The specific services vary depending on business need, but would include the following:

- Assistance with monthly financial statement preparation and reporting
- Assistance with monthly sales tax reconciliations and distributions to local jurisdictions
- Assistance with monthly bookkeeping as needed, with a focus on the monthly closing process (staff performs a large portion of the basic ongoing bookkeeping duties)
- Assistance with monthly loan program reporting & reconciliation
- Assistance with financial reporting piece of grant awards and applications as needed (generally quarterly or annually)
- Assistance with annual financial statement audits (outside CPA firm used for the actual audits)
- Assistance with annual budgeting and forecasting upon request
- Assistance with annual 1099-NEC, 1098, and 1095-C filings
- Assistance interpreting complex individual or business income tax return filings as needed (generally infrequently)
- Assistance analyzing financial data upon request

Ideal contractors or firms would meet the following qualifications:

- Knowledge of government accounting standards and financial statement preparation, including fund accounting
- Experience with QuickBooks desktop
- Experience with individual and business tax return filings
- Strong Excel skills & the ability to understand and analyze complex data
- Familiarity with loan or mortgage processing, particularly amortization schedules
- CPA preferred

The SCHA anticipates that these services will initially average approximately 20-30 hours/month for a qualified contractor or firm, with the actual workload distributed based on upcoming deadlines. There is a potential for expanded services in the future. This work is expected to be handled primarily remotely, with in-office interactions only as needed.

The SCHA welcomes bids from qualified individuals and firms. Bids should outline the individual's or firm's ability to provide the services and meet the qualifications above, as well as the anticipated cost of providing these services. Please submit bids via email to [corrieb@summithousing.us](mailto:corrieb@summithousing.us)

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