

REQUEST FOR ACCOUNTING SERVICES

For
Durham's Partnership for Children
(DPFC)

1201 S. Briggs Avenue, Suite 210
Durham, NC 27703

DEADLINE for SUBMISSION:

June 6, 2018

No Later than 12:00 p.m.

Durham's Partnership for Children
1201 S. Briggs Avenue, Suite 210, Durham, NC, 27703

For further information or to submit a proposal, contact:

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www.dpfc.net

Introduction:

Durham's Partnership for Children (hereinafter referred to as "the Partnership") is soliciting proposals to establish a contract through competitive negotiations. The purpose of this contract is to find an individual to provide accounting services for the next two fiscal years. We are requesting a multi-year bid.

Background:

The Partnership was founded in 1994 to administer the *Smart Start* grant in Durham County. *Smart Start* is North Carolina's nationally recognized initiative to ensure all children enter school healthy and ready to succeed. *Smart Start* helps working parents pay for child care, improves the quality of child care and provides health and family support services in every North Carolina County. The Partnership is a nonprofit agency responsible for implementing the Smart Start initiative in Durham County.

The Partnership serves as a planner and funder of community services that are aimed at ensuring young children (ages 0 to 5) arrive at school healthy and ready to succeed. The majority of our resources are targeted to early childhood education, child health, early intervention, and family support.

Scope of Services:

The Partnership is requesting bids for an accountant to provide services on a part-time basis (not exceeding 20 hours a week).

Duties will include, but are not limited to, the following:

- Weekly processing of disbursement checks and other general ledger transactions in accordance with Partnership policies and procedures, including:
 - Review of transaction coding
 - Posting of transactions to computerized general ledger (MIP Accounting software package)
 - Preparation and maintenance of posted transactions records
- Preparation and Maintenance of files of accounting transactions:
 - Preparing cash receipts transactions with supporting documentation
 - Preparing cash disbursements transactions with supporting documentation
 - Preparing journal vouchers with supporting documentation
 - Preparing payroll journal entries based on reports prepared by the outside payroll service
 - Maintenance of the above mentioned transaction files
- Track and maintain accurate, documented in-kind and cash contributions from DSPs and the Partnership.
 - Maintain Quarterly Reports Tracking Log of DSP reports
 - Audit quarterly reports from DSPs for documentation and accuracy
 - Prepare Partnership quarterly reports for in-kind and cash contributions and submit them based on NCPC and Partnership policy

- Transmit quarterly reports data to NCPC via the online reporting system
- Preparation of monthly trial balance export file for transfer to NCPC.
- Maintenance of chart of accounts and budget records in MIP as requested
- Semiannual preparation of Claim for Refund of Sales Taxes Paid
- Assistance as requested with year-end close, preparation for annual audit, and support to auditors.
- Annual preparation of Forms 1099.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific Requirements:

1. Education and/or Experience: A 4-year degree in accounting or related field from a college or university and two (2) years related experience; and/or training, or equivalent combination of education and experience.
2. Knowledge of bookkeeping and accounting function.
3. Ability to set priorities, meet deadlines, follow-up and plan the workflow.
4. Detail-oriented with excellent organizational skills.
5. Ability to handle multiple tasks.
6. Must have excellent computer, written and verbal communication skills.

Certifications, Licenses:

Valid driver's license required.

Safety, Security and Confidentiality:

This position requires keeping complete confidentiality of any information regarding a minor, and protecting the confidentiality of all child care facility files and records. Protect and maintain the confidentiality of all Partnership proprietary information that is available to leadership and supervisory staff members.

Physical Demands:

The physical demands described here are representative of those that must be met by a contractor to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the contractor is regularly required to sit, talk or hear. The contractor is occasionally required to stand and walk. The contractor must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those a contractor encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Proposal Content:

The submitted proposal should include the following information:

- **Multi-Year Bid:** The services requested in this proposal will run from July 1, 2018 to June 30, 2021. However, as a multi-year bid, we will evaluate the performance of services and will ensure we have funding for the second year on June 30, 2019.
- Resume or C.V.
- Cover Letter

Deadline for Submission:

All proposals must be received by DPFC at **12:00pm on August 15, 2018** at 1201 S. Briggs Avenue, Durham, NC 27703.