



## **ASSOCIATION ON AMERICAN INDIAN AFFAIRS**

Protecting Sovereignty • Preserving Culture

Educating Youth • Building Capacity

SINCE 1922

### **REQUEST FOR PROPOSALS FINANCIAL MANAGER**

Be part of our team! Join the Association on American Indian Affairs to support our vision to create a world where diverse Native American cultures and values are lived, protected and respected!

The Association seeks proposals for its contracted **FINANCIAL MANAGER** position, who provides bookkeeping, accounting, and CFO services. All applicants must have relevant nonprofit experience.

The Association on American Indian Affairs is the oldest Indian Country non-profit organization, founded in New York City in 1922. The organization began as several not-for-profit citizen organizations that supported change in federal Indian law towards Tribal self-determination, sovereignty, and protection of lands and culture. The Association continues its tradition of serving Indian Tribes, their citizens and all indigenous communities within the United States with a mission of protecting tribal sovereignty, preserving culture, educating youth, and building capacity.

The Association involves itself at the grassroots and national levels in partnership with Tribes and their citizens and members to seek solutions and policies that empower self-determining and sustainable Indian Nations. The Association is governed by an all-Native Board of Directors from across Indian Country. The office is located near Washington, DC in Rockville, Maryland. The Association is a 501(c)(3) nonprofit organization organized under New York State law.

#### **I. Statement of Purpose**

As the Association prepares to enter its next 100 years of operation, the organization seeks to ensure that its infrastructure meets the needs of its vision: "A world where Native American cultures and values are lived, protected and respected." Ensuring long-term financial sustainability is paramount to the Association's success.

The Association seeks to engage an accounting firm or CPA that is well adept at working in the nonprofit sector. The Association expects most of the work to be done off-site, with all day-to-day

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966 Hungerford Drive, Suite 30-A Rockville, MD 20850 (240) 314-7155 [General.AAIA@Indian-Affairs.org](mailto:General.AAIA@Indian-Affairs.org)

data entry activity handled virtually. The firm selected will be responsible for providing the following services:

### **Bookkeeping Services**

- Accounts receivable
- Accounts payable
- Maintain income and expenses by program and/or grant designation
- Maintain and comply with the organization's financial policies
- Work with staff to assist with any grant reporting and proper grant allocation
- Manage 3<sup>rd</sup> party payroll
- Maintain account and vendor files by fiscal year
- Follow Accrual Accounting method for maintaining the books
- Identify areas for management review regarding process and practice to improve efficiency and ensure compliance
- Possesses expertise in Quickbooks online

### **Financial Reporting**

- Develop and report on Budget to Actual Summary and Detail
- Prepare timely and efficient monthly statements of Income & Expense, Balance Sheet, or other reports as required by Board of Directors, staff and GAAP 117
- Present financials to Management and Board of Directors on monthly basis
- Provide advice and guidance that supports financial sustainability
- Provide advice and guidance for improving its financial systems and makes appropriate recommendations for 3<sup>rd</sup> party services if needed

### **Budget Preparation**

- Prepare budgets and allocations for multiple programs and funding sources
- Prepare and submit periodic budget amendments as requested

### **Audit Preparations**

- 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 and research and resolve issues as they arise
- Provide reports and data as requested for the completion of annual 990

### **Reporting Requirements**

- Prepare periodic reports as required by Executive Team, Board and funders
- Maintain fixed asset inventory and depreciation

## **II. Term of Contract**

Initial contract will be for 1 year with an option to extend the contract for 3 one-year contract periods.

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### III. Cost Proposal

Bidders are requested to submit a project price, include each service and detailed fee schedule. The Association is open to consider alternative fee schedules including fixed fees and/or hourly rates. The Association currently pays one fixed rate on a monthly basis.

### IV. Proposal Contents

Please use the following format when preparing your response. Please limit the proposal to three pages, excluding attachments.

Section 1: Proposer Information: Company name, primary contact, email, phone, etc.

Section 2: Scope of work/description of services and approach to bookkeeping/accounting services, particularly as it relates to GAAP Guidelines for nonprofits, and accounting for grants and restricted funding

Section 3: Firm's qualifications including summary of previous similar work for a nonprofit organization; proficiency with Quickbooks Online software; experience with providing off-site services

Section 4: Attachments:

- Cost Proposal: Budget and narrative
- Resumes for key personnel working on this project
- Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each
- Other: Proposers may include a brief sample of their work, or other materials to demonstrate their capabilities to complete the work, not more than 3 additional pages

### V. Selection Process

Proposals will be reviewed for completeness, proposer experience, previous similar work, excellent references, and reasonableness of cost proposal. Interviews may be requested with select proposers. **Preference will be given for previous work with Tribal Organizations or other Indian Country experience. Nonprofit experience is required.**

### VI. Proposal Submission

Questions and completed proposals shall be submitted to Shannon Keller O'Loughlin via email to [Shannon.aaia@indian-affairs.org](mailto:Shannon.aaia@indian-affairs.org).

**Complete proposals are due by 5:00 pm E.S.T. on Monday, March 30, 2020.** Requests for interviews will go out on or before Friday, April 3. The accepted firm should be prepared to begin work on or before Friday, May 1.

For more information about the Association, please go to [www.indian-affairs.org](http://www.indian-affairs.org).

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