The White Plains Housing Authority seeks proposals for Project Based Accounting Services in connection with the housing management and operation of 360 units of public housing operated under the auspices of the United States Department of Housing and Urban Development. The contract period for accounting service is one year beginning April 1, 2019.

Interested individuals or firms are invited to submit their proposals to the attention of the Executive Director by 3:00 P.M. Friday, February 15, 2019.

Please submit a separate proposal to conduct Accounting services for the White Plains Housing Authority’s Section 8 Program.

All respondents shall be judged and ranked based on predetermined criteria including knowledge of Project Based Accounting, Grants Accounting, Knowledge of Generally Acceptable Federal and State Laws on Accounting Principles, Familiarity with Public Works Contracts, and Experience with Auditors of Public Programs.

Fee Accountant to the White Plains Housing Authority Duties and Responsibilities.

The Contractor shall perform all the necessary services provided under this Contract:

The Contractor shall do, perform and carry out, in a satisfactory and proper manner, as determined by White Plains Housing Authority, the following:

1. Review the books of account and records on a monthly basis for the White Plains Housing Authority in accordance with procedures outlined by the Department of Housing and Urban Development;
2. Post books of original entry to the General Ledger;
3. Prepare such fiscal reports and balance sheets on a monthly, quarterly or annual basis as shall be required by Federal, State and/or Local Laws, Statutes or Regulations; more specifically;
   1. Spot check entries in books of original entry
   2. Check bank statement reconciliation
   3. Test trial balance monthly
   4. Review entries to the general ledger made by bookkeeper
   5. Prepare journal vouchers
   6. Close the books semi-annually, submitting required financial reports at prescribed intervals.
   7. Assist the Executive Director in the technical aspects of preparing the annual operating budget.
   8. Continuously review the work of the bookkeeping staff, providing training as necessary so that routine bookkeeping operations are performed consistent with project based, HUD requirements and professional accounting practices.
4. Enter applicable information from Authority records in the Voucher Management System monthly.
5. Be available and serve as a consultant on accounting and fiscal matters to WPHA.
6. Perform monthly services required by the U.S. Department of Housing and Urban Development relating to accounting and fiscal matters
7. Submit monthly statements for the Board of Commissioners’ review showing expenses accrued against budget allocations.
8. Attend monthly Board Meetings as needed.