



REQUEST FOR QUALIFICATIONS

**OUTSOURCED FINANCE
DIRECTOR/CPA**

Request for Qualifications (RFQ) for Outsourced Finance Director/CPA

Introduction:

The City of Frostproof, Florida, is seeking qualifications from experienced and qualified individuals or firms to provide outsourced Finance Director/CPA services. The selected individual or firm will be responsible for overseeing the city's financial operations, ensuring compliance with all financial regulations, and providing strategic financial guidance to support the City's growth and fiscal stability.

Scope of Services:

The selected Finance Director/CPA will be expected to perform the following duties:

1. Financial Oversight:

- Manage the city's financial planning, accounting, and reporting processes.
- Oversee the preparation and maintenance of all financial records, reports, and statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Prepare monthly, quarterly, and annual financial statements for review by the City Council.

2. Budgeting and Financial Planning:

- Develop and assist with the annual budget preparation, working closely with department heads to align with strategic goals and available resources.
- Monitor the budget throughout the year, providing regular updates on budget performance.

3. Audit and Compliance:

- Coordinate and work with external auditors to ensure compliance with state and federal regulations.
- Ensure timely and accurate filing of all required financial reports, including annual financial statements, tax returns, and grant reports.

4. Financial Analysis and Guidance:

- Provide the City Council and City Manager with accurate and timely financial information to support decision-making.
- Advise on financial strategies and recommend fiscal policies to improve financial performance and sustainability.

5. Accounting Systems and Processes:

- Oversee and improve the city's accounting systems, ensuring accuracy and efficiency in all financial operations.
- Develop and implement financial policies and procedures to ensure sound financial management practices.

6. Staff Management:

- Supervise the city's finance department staff, if applicable, ensuring that staff duties are carried out efficiently and effectively.

Qualifications and Requirements:

To be considered for this position, respondents must meet the following minimum qualifications:

1. A Certified Public Accountant (CPA) license in the State of Florida or the ability to obtain one within a reasonable period.
2. A minimum of 5 years of experience in financial management or accounting, including experience in local government finance.

3. Proven experience in financial reporting, budgeting, auditing, and compliance with governmental financial regulations.
4. Strong knowledge of financial software systems, preferably those used by local governments.
5. Excellent communication and interpersonal skills, with the ability to work collaboratively with government officials, staff, and the public.
6. Experience in managing or overseeing a finance team is preferred.

Submittal Instructions:

Interested parties must submit the following documents in response to this RFQ:

1. A cover letter detailing the respondent's qualifications and experience.
2. A current resume or firm profile that includes the educational background, relevant certifications, and detailed work history of key personnel.
3. A list of three professional references who can speak to the respondent's qualifications, experience, and performance.
4. A detailed outline of the proposed approach to fulfilling the services described in the Scope of Services section.
5. A fee structure, including hourly rates, retainer fees, or other payment structures proposed.

Submission Deadline:

All qualifications must be submitted by Monday, January 27, 2025, by 2:00 p.m. prevailing time. Late submissions will not be considered.

Evaluation Criteria:

Submissions will be evaluated based on the following criteria:

- Qualifications and experience of the individual or firm.
- Demonstrated understanding of the scope of services required.
- Quality of the proposed approach and methodology.
- References and prior experience with similar projects.
- Cost-effectiveness and pricing structure.

Submission Address:

All RFQ submissions should be sent to: Nicole McDowell, City Manager, PO Box 308, Frostproof, FL 33843

Questions:

For additional information or if you have any questions, please contact: Nicole McDowell, City Manager, nmcdowell@cityoffrostproof.com. The City of Frostproof reserves the right to reject any or all submissions. The city is committed to promoting diversity and encourages responses from minority-owned and women-owned businesses.