REQUEST FOR PROPOSAL AND QUALIFICATIONS

Accounting Services

Issuer: meetNKY │ Northern Kentucky Convention & Visitors Bureau

Date: **Submissions must be confirmed received via email or in-person**

 **by noon EST on December 20, 2024.**

Solicitation:

Request for proposal and qualifications for accounting and bookkeeping services to include preparation of financial statements in accordance with generally accepted accounting principles in the United States. As a quasi-governmental entity, understanding and experience in governmental accounting is required. Knowledge of processes and procedures as it pertains to federal grants is also required.

Scope of Services

Bookkeeping: Manage the day-to-day recording of financial transactions, including sales, purchases, receipts, and payments, to maintain accurate and up-to-date financial records. Provide online access for multiple users into accounting systems, for example Intacct.

Financial Statement Preparation: Prepare monthly and annual financial statements for all funds, including income statements, balance sheets, profit/loss reports, and both budget to actual and budget to prior year reports to provide a clear overview of our financial position.

Accounts Payable Management: Manage and reconcile accounts payable ensuring timely payments. Provide online option for submitting invoices for payment and approvals with multiple users, for example Ottimate. Invoices to be coded, approved, and processed for payment weekly per expense policy. Other responsibilities should include, but are not limited to reconciling credit card statements, allocating Concur feeds, and preparation of 1099’s for independent contractors.

Accounts Receivable Management: Manage and reconcile accounts receivable. These responsibilities would include but are not limited to AR invoices generated by meetNKY and recording of payments, as well as transient room tax AR invoices and payments.

Payroll, Assets, Liabilities and other responsibilities: Record journal entries to bi-weekly payroll, track prepaid expenses and insurance and expense appropriately, track accrued expenses and commissions and expense accordingly, confirm transient room tax workbook ties to balance sheet, reconcile bank and investment accounts monthly, confirm interfund payables/receivables, normal re-occurring monthly journal entries, updating depreciation schedule for fixed assets and overall review of general ledger.

Financial Analysis: Provide financial analysis and insights to help make informed business decisions, assess profitability, and identify opportunities for improvement.

Audit: prepare and produce all documents necessary for the annual financial audit.

Deliverables

Organized and up-to-date financial records.

Accurate and timely financial statements.

Financial analysis reports and recommendations.

Accounting services shall include monthly reports as indicated above for review by the meetNKY Board and staff. A representative may occasionally be requested to attend the monthly Board of Commissioners’ meeting, as well as other committee meetings.

Required deliverables may change subject to the will of county or state officials.

Term of Contract:

Contract will be for a three (3) year period beginning March 1, 2025.

Qualifications:

The following information shall be submitted with the proposal:

* An outline of previous applicable business accounting experience
* the name, professional qualifications, and specific, relevant experience of the individual (s) assigned to our accounts.
* the Accounting Firms professional affiliations
* the cost or fees associated with the required services.

Awarding:

Award for accounting services shall be made based on experience, professional qualifications, performance, and cost. Cost is one criterion utilized; however, the award is NOT determined solely by cost.

Termination:

meetNKY reserves the right, by written notice, to terminate, in whole or part, any such bid award when (1) necessary or convenient, due to legal, financial, or operational conditions within the meetNKY or county or (2) because of failure of the successful bidder to fulfill contract obligations in regard to quality of work, timeliness of deliverables, or other conditions found to be unsatisfactory by the meetNKY.

Physical Address:

meetNKY │ Northern Kentucky Convention & Visitors Bureau

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