

## **Request for Proposal (RFP) for Bookkeeper/Accountant Services - Louisiana Housing Council**

### **Introduction:**

The Louisiana Housing Council is seeking proposals from experienced accounting professionals to provide comprehensive bookkeeping and accounting services. The chosen candidate or firm will play a crucial role in managing financial records, performing reconciliations, preparing annual tax forms (990's), and handling various reporting tasks, including 1099's, 1096's, bank reconciliations, and more.

### **Scope of Work:**

The selected bookkeeper/accountant will be responsible for a diverse range of tasks, including but not limited to:

#### **1. Bookkeeping and Financial Management:**

- Maintain accurate financial records for both the Louisiana Housing Council and the associated scholarship foundation.
- Record all transactions, including income, expenses, and investments, in an organized and comprehensive manner.
- Ensure proper classification and labeling of financial entries.

#### **2. Bank Reconciliations:**

- Conduct monthly bank reconciliations to ensure the accuracy and completeness of recorded transactions.
- Promptly address any discrepancies or errors identified during reconciliation.

#### **3. Annual Tax Form (990) Preparation:**

- Prepare and complete the annual Form 990 Tax Return for both the Louisiana Housing Council and the Scholarship Foundation.
- Compile necessary financial data and supporting documents required for the accurate completion of the form.

#### **4. Reporting and Compliance:**

- Manage the preparation and filing of Form 1099 for vendors and contractors, adhering to all applicable regulations.
- Complete Form 1096 for submission to relevant tax authorities.

#### **5. Comprehensive Financial Reporting:**

- Generate regular financial reports, including income statements, balance sheets, and cash flow statements, to provide insight into the financial health of both entities.
- Offer recommendations and insights for informed decision-making.

#### **6. Additional Duties:**

- Prepare workpapers and act as liaison for the annual audit.
- While not limited to the scope, the selected candidate may be required to assist with various financial tasks as needed by the Louisiana Housing Council.

**7. Other Information:**

- LHC uses QuickBooks to manage the accounting.
- There are no employees, the LHC is managed by a third party. Therefore, there are no payroll responsibilities or reporting requirements.
- The successful proposer will work with the LHC President and other LHC/management agent representatives to facilitate their responsibilities.

**Volume and Frequency:**

- The Louisiana Housing Council and the Scholarship foundation typically issue an average of 5 checks in total per month.

**Qualifications:**

The ideal candidate or firm should possess the following qualifications:

- Demonstrated expertise in bookkeeping, accounting, and financial management.
- Familiarity with nonprofit accounting practices, as well as local and federal regulations.
- Proficiency in preparing and submitting tax forms, including Form 990, Form 1099, and Form 1096.
- Strong attention to detail and accuracy in financial record-keeping and reporting.
- Effective communication skills to collaborate with the Louisiana Housing Council's team.

**Proposal Submission:**

Interested candidates or firms should submit a comprehensive proposal that includes:

- Overview of qualifications and relevant experience.
- Approach to handling the outlined tasks and additional responsibilities.
- Proposed fee structure for the services.

**Timeline:**

- Proposal Submission Deadline: September 5, 2023

**Contact Information:**

For inquiries or proposal submission, please contact:

Keonna Owens  
Executive Administrative Assistant  
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We eagerly await your proposal and anticipate the opportunity to collaborate in managing the financial operations of the Louisiana Housing Council.

Sincerely,

*Bobby R. Collins*

Bobby R. Collins  
President  
Louisiana Housing Council