

## **Request for Qualifications – Accountant**

### **Overview:**

Minnehaha Creek Watershed District (MCWD) Accountant shall provide an ongoing process of setting the accounting parameters within which the District will operate to protect the fiduciary interests of the District by identifying the financial consequences of choices; discuss alternative solutions; educate the Board and Administrator about the accounting issues involved; and inform the District Administrator or Treasurer, of laws, regulations, and accounting practices that might affect District finances. In this function, District Accountant shall routinely review and assess District accounts as well as bookkeeping practices and procedures to consider, among other things, whether they are 1) consistent with acceptable governmental practice, 2) consistent with federal and state laws and regulations, and 3) likely to protect the financial interests of the District.

The District Accountant shall possess considerable experience in 1) watershed bookkeeping, 2) laws, regulations and practices relative to municipal/government accounting.

### **Scope of Services**

#### General Accounting Services on Retainer

The District Accountant shall provide an ongoing process of setting the accounting parameters within which the District will operate to protect the fiduciary interests of the District by:

- 1) Identifying the financial consequences of choices;
- 2) Discuss alternative solutions; educate the Board and administrator about the accounting issues involved; and
- 3) Inform the District Administrator and Treasurer, of laws, regulations and accounting practices that might affect District finances

In this function, the District Accountant shall routinely review and assess District accounts as well as bookkeeping practices and procedures to consider, among other things, whether they are 1) consistent with acceptable governmental practice, 2) consistent with federal and state laws and regulations, and 3) likely to protect the financial interests of the District.

Retainage shall also provide for:

- 1) Payroll, including direct deposits and withdrawals, payroll tax liabilities, quarterly reports, annual reports (e.g. w-2, 1099 etc.), tracking accruals, benefits, garnishments, deferred compensations, etc.
- 2) Monthly accounting, including accounts payable, financial statements, PERA, account reconciliation, etc.
- 3) Monthly financial tracking of operational expenses and cumulative legal and engineering costs.
- 4) Quarterly meetings with the District Administrator and Treasurer.
- 5) Quarterly budget presentations to the Board of Managers.

- 6) Maintain a duplicate set of financials reports, books, payroll, and other documents relating to the District.

### **Understanding of State, Regional and Local Government and Watershed Management**

- 1) The District Accountant will demonstrate a current understanding of accounting practices and other issues relative to financial management of watershed districts.
- 2) The District Accountant will possess a high professional regard among his/her peers.

### **Additional Services**

Upon written request of the District Administrator or his/her designee, Accountant shall provide the following additional services:

- 1) Budgeting Assistance – The District Accountant shall provide assistance in connection with the preparation of the MCWD annual budget and tax levy.
- 2) All other accounting services he/she is qualified to provide and authorized by the District Administrator.

### **District Policy Relating to Member Communities and Other Governmental Jurisdictions**

It is the Policy of the District that District Consultants may not simultaneously represent governmental jurisdictions fully or partially located within the District without prior written approval from the District Administrator.

### **District Policy Related to Non-Discrimination**

In performing the Services, CONSULTANT will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

### **Submittal Requirements (please limit your response to 5 pages or less):**

1. A summary of your firm's experience and expertise to meet the requirements outlined in the Scope of Services.
2. The names and qualifications of accountants/bookkeepers working for MCWD.
3. A list of other staff, their qualifications, and a description of the type of activities they will do on behalf of the MCWD.
4. A list of sub-consultants, their qualifications, and a description of the type of activities they will do on behalf of the MCWD.
5. The proposed fee structure including those charged by sub-consultants.