

Brockton Redevelopment Authority Request for Proposal for Financial Service Provider

Brockton Redevelopment Authority is accepting proposal to operate as the accountant for the organization. This will include expensing and tracking of its Community Development Block Grant, HOME Investment Partnership, Lead Based Paint and Hazard Control, and all other redevelopment activities in compliance with the Uniform Guidance of HUD programs.

Tasks are likely the following but not limited to:

- Bank Reconciliations
- Payroll Reconciliations
- Input of Expenses and Invoices into QuickBooks
- Bill Payment from QuickBooks
- Deposits Entered into QuickBooks
- Review of Expenses
- Organization of BRA Finances

Brockton Redevelopment Authority accounting software used: QuickBooks Pro Plus 2016
Utilize QuickBooks system to maintain the financial records according to GAAP (full accrual)

Annual average CDBG entitlement amount \$1.4M
Annual average HOME entitlement amount \$500,000
Annual average LEAD grant amount \$1.1M

Submit proposed services and resume to:
ehall@brocktonredevelopmentauthority.com

or

50 School Street
Brockton, MA 02301

For any questions contact us at:
ehall@brocktonredevelopmentauthority.com
rjenkins@brocktonredevelopmentauthority.com

508-586-3887