

P. O. Box 1301 Bethel, AK. 99559 Ph: (907)543-2887(Bet.) / (907)222-5058 (Nap.) (907) 545-2877 (Cell) Email: napaimute@gci.net www.napaimute.org

## Request for Proposals:

The Native Village of Napaimute is soliciting proposals from qualified firms for general accounting services.

## Overview:

The Native Village of Napaimute (NVN) is a federally recognized Alaskan tribe located on the Middle Kuskokwim with a branch office in Bethel. Currently NVN operates 20 grants within programs that focus on regular tribal government activities, transportation, fisheries management, environmental assessment, and youth activities. These programs are funded through a combination of federal and state direct grants, reimbursable grants, contracts, and cooperative agreements.

In the area of fiscal accountability the Napaimute Traditional Council has instituted a financial management system that complies with the financial management requirements stated in 24 CFR Part 85 and 24 CFR Part 1003. From its current and past project management, the Council is familiar the requirements and standards of the Federal OMB Circulars pertaining to financial management of federal funds, including allowable costs, audit requirements, and administration requirements.

The tribe has a negotiated Indirect Cost Rate. To date NVN has remained under the funding threshold for the requirement of an audit, but anticipate audits for 2016 and forward. Applicants must be familiar with A-133 Audit requirements and capable of preforming basic pre-audit tasks.

The tribe also owns and operates a for-profit subsidiary, Napaimute Enterprises, L.L.C. whose primary activities are fuel & firewood sales, lodging, and equipment rental.

## Scope of Services:

The following are the accounting services currently required by our organization\*:

- Financial accounting on a modified accrual basis of accounting for grant reporting, to include full accrual entries for audit purposes
- Monthly, quarterly and annual financial reporting for all grants as required by granting entities
- Full accrual accounting for the enterprise fund.
- Careful financial monitoring of all current and future programs
- Clear, regular financial communication with NVN Directors and Administration Support Staff
- Cash flow management, including timely preparation and submission of grant reimbursements or grant drawdowns and monthly bank reconciliations
- Biweekly Payroll for 2-5 full time and up to 20 seasonal employees

- Timely preparation and submission of all applicable payroll liabilities and payroll reporting requirements, such as W-2's, 941, and workers compensation audits
- Accounts payable and accounts receivable
- Preparation of program budget to actual and combined monthly Financial Statements for NVN Administration no later than the 10<sup>th</sup> of each month.
- Participation in the financial section of monthly Napaimute Traditional Council meeting via teleconference.
- Participation in any special meetings as may be needed
- Application and accurate tracking of NVN's Indirect Cost Rate where appropriate
- Assistance with budget preparation and managing budget to actual on a monthly and annual basis
- Assist with development and application of internal controls
- Prepare annual indirect cost rate proposal
- Responsible for the coordinating and managing the annual audit
- Maintain the highest level of confidentiality

## \*NVN is a developing organization. This list is not all inclusive

For additional information please contact:

Mark Leary, Director of Development and Operations Phone: (907)545-2877 Email: <u>napaimute@gci.net</u>

Proposals will be accepted until the close of business, August 31, 2016

Thank you.