

Request for Proposal
The Metro Early College High School
Fiscal Services/Treasurer

Issued: January 6, 2012; Deadline for submitting proposal: February 22, 2012

1. Intent:

The Metro Early College High School, currently transitioning to an O.R.C. 3326 Public STEM School, is seeking bids for a contracted fiscal agent to act as Board Treasurer.

2. Qualification Requirements:

Must be a licensed school treasurer with the state of Ohio

3. Scope of Services:

A. Month End Accounting

1. Prepares month-end journal entries including revenue recognition and indirect cost allocation
2. Monitors project budgets and recommends budget adjustments as needed
3. Prepares grant fiscal reports as required by funder
4. Maintain accurate, complete auditable grant files
5. Draws funds from funder as needed

B. Accounts Payable/Receivable

1. Understands the concepts of Ohio school accounting and purchase orders
2. Reviews bills and invoices for accurate coding
3. Invoices clients following appropriate procedures
4. Assures that contracts are prepared correctly including all required attachments
5. Manages contract process with clients, vendors, and staff from initiation to completion.

C. Payroll

1. Manages general human resource functions including benefits administration, policy articulation, personnel record-keeping and human resource development
2. Complete and transmit Payroll Process
3. General Journal Entry for Payroll as needed

D. Accounting/Fiscal Support/Tax Reporting/General Office Support

1. Manage the accounting function of the Metro Early College High School according to USAS, including accounts receivable, accounts payable, payroll, fixed assets, fiscal grants management, bank reconciliations, budgeting and audit planning.
2. Compose and present 5 year forecasts of the Metro Early College High School's finances in accordance with state law
3. Maintenance of the fixed asset system
4. Performs required management and monitoring of state and federal grants
5. Communicate financial statements, budgets and related fiscal information to members of the Metro Stem Early High School Governing Board, committees, and internal staff
6. Analyzes existing fiscal systems and institutes change/new systems as necessary
7. Work with senior staff in preparation of the annual budget, focusing on transparent, versatile, thrifty budgets prepared with integrity resulting in maximum impact
8. Monitors cash flow for maximum benefit and minimum risk to the organization and invests funds to ensure maximum yield
9. Works with auditors to coordinate audit and end of year account analysis
10. Reviews contracts with outside agencies to assure compliance with regulatory, insurance and other agency guidelines

11. Maintains appropriate records and files necessary reporting/tax auditing for both an Ohio School District and IRS 501(c)(3)

E. EMIS/Recordkeeping

1. Report of demographic, financial, and student performance data as required by ODE.
2. Web based-consolidated application – CCIP
3. Establish and maintain a direct ODE payment plan with colleges.

Submission:

Proposals must include names and qualifications of individuals performing the scope of work as well as rates for services. All proposals must be received no later than February 22, 2012 at 4 p.m.

Submissions may be made to the attention of the Board Chair, Dr. David Williams, either by mail or hand delivery to:

The Metro Early College High School
1929 Kenny Road
Columbus, OH 43210