

## **ARIZONA MUNICIPAL WATER USERS ASSOCIATION**

### **Request for Proposals for Financial and Accounting Services**

The Arizona Municipal Water Users Association (AMWUA) seeks proposals from qualified firms or individuals to provide financial and accounting services as an independent contractor on a part-time basis for a total of approximately 400 hours per fiscal year.

AMWUA was incorporated in 1969 and is a 501c(4) non-profit corporation. The members of AMWUA are the cities of Avondale, Chandler, Glendale, Goodyear, Mesa, Peoria, Phoenix, Scottsdale and Tempe, and the town of Gilbert. AMWUA is governed by a Board of Directors comprised of mayors and councilmembers of its member municipalities. AMWUA's budget for the current fiscal year is \$1,350,000.

AMWUA is a special-purpose, quasi-governmental entity, engaged only in business-type activities. It is required to maintain the financial statements mandated for enterprise funds, which include a statement of net position, a statement of revenues, expenses, and changes in fund net position, and a statement of cash flows. It is also required to perform an annual audit, including a Management's Discussion and Analysis.

#### **Essential Duties and Responsibilities**

- Make journal entries required as part of the monthly financial closing process. Prepare adjusting and accrual entries in accordance with generally accepted accounting principles. Prepare the monthly Statement of Revenues and Expenses with the actual to budget comparison.
- Monitor all disbursements to ensure they are consistent with the approved budget.
- Prepare on a quarterly basis the Statement of Net Position and Statement of Revenues, Expenses and Changes in fund Net Position for presentation to the Board of Directors.
- Post to and maintain the General Ledger.
- Provide oversight of the A/R, A/P, and Payroll functions.
- Ensure all payroll taxes are paid and quarterly payroll reports have been submitted to the appropriate agencies.
- Perform monthly bank account reconciliations to verify bank balance with General Ledger.
- Prepare and present the annual proposed budget for approval by the AMWUA Board of Directors.
- Attend AMWUA Management Board and Board of Directors meetings when financial items are presented.
- Maintain fixed assets records.
- Prior to the auditor's arrival each year, complete all audit work papers and required schedules, including a comprehensive Management's Discussion and Analysis (MD&A), the Statements of Net Position, Statements of Revenues, Expenses and Changes in Fund Net Position, Statements of Cash Flows, and Notes to the Financial Statements.

- Analyze and interpret data to prepare detailed and summary reports and spreadsheets as required by the Executive Director.
- Interface with Office Manager on financial matters as needed.
- Perform other related work as required.

#### Minimum Qualifications

- Able to perform duties and responsibilities satisfactorily without supervision.
- Hold a 4-year degree in accounting or finance from an accredited college or university.
- Be a Certified Public Accountant (CPA).
- Have experience in non-profit accounting and proficiency in computer software, including Microsoft Office. (Currently using CYMA financial software; however, willing to adapt to other financial software as required.)
- Possess working knowledge of: (1) non-profit accounting, accounting theory, and generally accepted accounting principles and practices; (2) internal control procedures, office automation and computerized financial applications; (3) fiscal planning; (4) payroll and accounts payable functions; and (5) budgetary, account and reporting systems.
- Have experience maintaining and analyzing complex financial reports and interpreting data to formulate conclusions.
- Be skilled in maintaining efficient and effective financial systems and procedures.
- Possess the ability to: (1) accurately account for AMWUA's funds; (2) proactively take action to achieve established goals without supervisory direction; (3) maintain stable work performance under pressure; (4) take responsibility for actions and decisions at individual and organizational levels; (5) establish and maintain effective working relationships with AMWUA employees and elected officials; (6) communicate effectively orally and in writing; (7) prioritize, organize and complete required duties in a timely and accurate fashion.

#### RFP Process

If you are interested, please submit your proposal, including your qualifications and proposed fee for services by Friday, March 30, 2018, to:

Diana Pina  
[dpina@amwua.org](mailto:dpina@amwua.org)  
 602-248-8482

If you have any questions, please contact:

Warren Tenney  
[wtenney@amwua.org](mailto:wtenney@amwua.org)  
 602-248-8482