



TOWN OF BROOKFIELD

WPCA

BROOKFIELD, CT 06804

August 17, 2015

The Brookfield Water Pollution Control Authority (WPCA) is soliciting proposals for an experienced CPA to take on the task of overseeing the servicing of its operating funds, capital funds and balance sheet. The Authority's funds are managed by the WPCA Commissioners as an Enterprise Fund using Quality Data for accounts receivable and QuickBooks for accounts payable. The Authority has an operating budget of approximately \$1.3 million dollars and several separated capital accounts to service collections for the repayment of bonds.

It is anticipated that the consultant will be providing services under a 1-year renewable contract. Most likely, subsequent arrangements will be a renewable multi-year contract. Compensation would be on an hourly basis. Requirements:

- Must be experienced accountant NOT a bookkeeper
- Experience with budgeting concepts, including cash basis and conversion to accrual basis
- Must have excellent excel skills including using vlookup, pivot tables, "if" statements, algebraic computations, proper linking among worksheets, among other things
- Must be expert in QuickBooks functions, especially (a) using classes for both balance sheet and income statement, (b) reports, (c) memorized transactions, and (d) budget preparation within QB
- Flexible work schedule to provide immediate service as needs change frequently at the WPCA

The WPCA is to be provided the following services:

1. Ensure that the WPCA is in compliance with accounting principles generally accepted in the United States of America for governmental entities, including but not limited to Governmental Accounting Standards Board's GASB 34 with respect to fixed assets studies and related billing and financial areas.

2. Perform indirect cost analysis and incorporate those findings into the financial statements, the rate making process and the budgetary systems.

3. Draft financial statements for audit by the outside auditors. Those statements to include account balances in all of the WPCA's accounts. Support all balances and ensure all are reconciled for auditors. Assist with MD&A explanations for the Town of Brookfield's annual financial statements as requested.

4. Prepare capital asset schedules, including determining, with assistance from WPCA personnel, the annual additions and deletions of capital assets and computing depreciation expense annually.



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5. Ensure that the WPCA's staff of professionals is preparing its books in compliance with the accrual accounting required by GASB 34 for Enterprise Funds. Prepare adjustments monthly as needed to ensure compliance with accounting principles.
6. Assist in the preparation of Budgets
7. Review monthly bank reconciliation's which results will be reported at the monthly meetings of the WPCA's Commissioners.
8. Determine and prepare monthly cash account transfers to ensure restricted cash is deposited to the proper restricted cash accounts.
9. When needed, coordinate with the WPCA's outside Counsel where Counsel requests accounting services.
10. Prepare cash projections at least annually for each restricted cash account and report such to the Commission of the WPCA.
11. In addition, special projects with accounting implications will be assigned.
12. If there are no special assignments, the workload would be approximately 10-15 hours per month. In the last fiscal year, special projects consumed nearly 30 hours per month on average.

Please provide a statement of qualifications by curriculum vitae or resume of the principal person proposing to do the job, proposed compensation & references by September 4th to:

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100 Pocono Rd.
P.O. Box 5106
Brookfield, CT 06804
(203) 775-7319
Fax: (203) 775-2614
Email: office@brookfieldwpc.com

Thank you.