

REQUEST FOR QUALIFICATIONS

BERKELEY COUNTY FINANCIAL STATEMENT

The Berkeley County Council is soliciting proposals for the preparation of the County's annual Financial Statement and to provide assistance to the Berkeley County Clerk's Finance Office with reconciliations and reporting on an as needed basis. Interested parties are requested to provide their qualifications by Wednesday, May 1, 2013 at 4:00 p.m. to the Berkeley County Council office, 400 West Stephen Street, Suite 201 for opening on Thursday, May 2, 2013 at 10:20 a.m. in Suite 205, County Council Chambers.

Berkeley County reserves the right as the interest of Berkeley County may require to accept or reject any or all proposals and to waive any informalities in the request for qualifications and to award the contract in whole or in part to the most qualified bidder.

Firms owned by women and other minorities are encouraged to apply.

By order of the Berkeley County Council

Anthony J. Petrucci, President

REQUIREMENTS/EXPECTATIONS

THE SUCCESSFUL CANDIDATE/ENTITY SHALL:

- 1) REVIEW COUNTY FINANCIAL REPORTS WHEN REQUESTED BY THE COUNTY CLERK'S FINANCE OFFICE TO ASSIST IN MONTHLY RECONCILIATION TO THE SHERIFF'S TAX OFFICE.

- 2) PROVIDE ASSISTANCE WHEN NEEDED/REQUESTED BY THE COUNTY CLERK'S FINANCE OFFICE TO MAKE ADJUSTING ENTRIES TO THE COUNTY'S FINANCIAL RECORDS. PROVIDE ASSISTANCE WITH VARIOUS OTHER REPORTS AND INQUIRIES AS NEEDED UPON REQUEST FROM THE COUNTY FINANCE OFFICE.

- 3) PROVIDE ASSISTANCE TO COUNTY OFFICES TO INSURE RECONCILIATIONS TO BANK RECORDS. THE FOLLOWING OFFICES MAY REQUIRE ASSISTANCE: COUNTY CLERK, CIRCUIT CLERK, ASSESSOR, SHERIFF, COUNTY COUNCIL OFFICES; PLANNING DEPARTMENT, ENGINEERING DEPARTMENT

- 4) MAINTAIN CAPITAL ASSET LISTINGS.

- 5) WORK WITH THE COUNTY CLERK'S DIRECTOR OF FINANCE TO PREPARE THE COUNTY'S ANNUAL FINANCIAL STATEMENT AS REQUIRED BY THE WV STATE AUDITOR'S OFFICE AND GASB (GOVERNMENTAL ACCOUNTING STANDARDS BOARD) AND IN ACCORDANCE WITH ALL STATE CODE DEADLINES.
- 6) ACCEPT PHONE CALLS AND RESPONSES TO E-MAIL INQUIRIES AS NEEDED FROM THE COUNTY.
- 7) BE WELL VERSED IN GOVERNMENTAL ACCOUNTING WITH AT LEAST TEN YEARS EXPERIENCE AUDITING OR PREPARING WV STATE OR COUNTY GOVERNMENT FINANCIAL STATEMENTS.
- 8) PROVIDE IN A TIMELY MANNER TO THE COUNTY CLERK/DIRECTOR OF FINANCE ANY GASB, STATE OR FEDERAL LEGISLATIVE CHANGES THAT MAY AFFECT THE DAILY OPERATIONS OF THE COUNTY CLERK'S FINANCE OFFICE AND THE PREPARATION OF THE ANNUAL FINANCIAL STATEMENT.
- 9) REPORT TO THE COUNTY CLERK RELATIVE TO THE NOTED REQUIREMENTS.
- 10) PROCESS REQUESTS FOR FINANCIAL INFORMATION RELATIVE TO THE REQUESTED REQUIREMENTS THROUGH THE COUNTY CLERK/DIRECTOR OF FINANCE OR THE ELECTED OFFICIALS OF THE DESIGNATED OFFICE IN DEALING WITH THE VARIOUS INDIVIDUAL OFFICE ACCOUNTS.

- 11) PERFORM THE MAJORITY OF THE REQUIRED WORK ON SITE IN THE OFFICES OF THE COUNTY CLERK'S FINANCE OFFICE.

- 12) MEET ALL STATE CODE DEADLINES FOR COMPLETION OF THE ANNUAL FINANCIAL STATEMENT AND ALL FEDERAL REQUIREMENTS FOR ADJUSTMENTS TO THE FINANCIAL STATEMENT AS REQUIRED BY THE ANNUAL AUDIT. FAILURE TO MEET ESTABLISHED DEADLINES WILL RESULT IN A 10% FORFEITURE OF AGREED UPON FEES IN THE FINAL PAYMENT FOR ANY DELAYED NOTED SERVICES.

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