



Eric Olson
Executive Director
eolson@collegeparkpartnership.org
240-416-3184

Valerie Woodall
Senior Program Associate
vwoodall@collegeparkpartnership.org
845-649-2477

Request for Qualifications (RFQ) for Accounting and Financial Management Services

Part-time Accountant

Organization

Established in 1997, the College Park City-University Partnership (The Partnership) is a non-profit community development corporation whose Board of Directors consists of key officials from the City of College Park and the University of Maryland. Its purpose is to promote and support commercial revitalization, community development, quality housing opportunities, a walkable community, and strong public education in the City of College Park while continuing to strengthen ties between the City and the University. The Partnership's annual budget is approximately \$310,000, with its fiscal year starting on July 1. More information on the Partnership's work can be found at www.collegeparkpartnership.org.

Accounting and Financial Management Services Required

The Partnership seeks a qualified individual or small firm to provide accounting and financial management services for the Partnership including: 1) managing income from various sources including Partners contributions, grants, bond bills, and other sources; 2) managing expenses including issuing checks and transfer of funds; 3) preparing federal and state tax and compliance reports; and 4) preparing quarterly reports for the Board of Directors.

Qualifications

- Bachelor's degree in accounting, finance, or related field; CPA is a plus
- Excellent verbal, written, and presentation skills
- Proficiency in QuickBooks
- Goal-oriented, creative, adaptable and a proven ability to work effectively in collaboration with a diverse group of people

Reporting

The position will report to the Partnership's Executive Director and work closely with the organization's Senior Program Associate and Board Treasurer.

How to Apply: For consideration, apply by September 30, 2020. Please send your resume, or information on your firm, and a cover letter that includes your relevant experience with similar size organizations to: Valerie Woodall, Senior Program Associate, vwoodall@collegeparkpartnership.org

Questions: Please direct all questions in writing to Valerie Woodall, Senior Program Associate, vwoodall@collegeparkpartnership.org

Nondiscrimination: The Partnership does not discriminate against any applicant on the basis of age, race, color, creed, pregnancy, religion, national origin, ancestry, disability, marital status, sex, sexual orientation, gender identity, genetic identity or other unlawful basis of discrimination.