



Financial Services Position Request for Proposal

Deadline: June 30, 2022

The Business Professionals of America, Texas Association, Board of Directors welcomes bids for our Financial Services position. Business Professionals of America is a nonprofit career & technology student leadership organization for business students and teachers and is under the umbrella of the Texas Education Agency.

The purpose of this position is to provide Financial Services to Texas Business Professionals of America including the listed services and key responsibilities as outlined below. Your bid should be itemized and include all fees and expenses. Texas Business Professionals of America will approve expenses according to Policies and Procedures as listed.

The newly hired Financial Services representative will serve a three year contract (renewable according to policy) beginning September 2022 and ending August 2025. Additional time commitments include attending board meetings virtually or in person as requested by the Board, assisting with committees and assisting during the State Leadership Conference. Meeting dates are flexible depending on availability but plan on meeting in mid-September, in early December, the week of the State Leadership Conference and in mid-June or July with an attempt to align with the summer teacher conference. Other online meetings may be set up as needed.

Policies and Procedures Stipulations: (As listed in Texas Policies and Procedures Handbook)

VIII. Contracted Services

- A. Contracted services will be determined by the Board based on need.
- B. All bids will remain confidential to the Board of Directors.
 - 1. All bid requests will be posted on the Texas BPA Website (www.bpa.org/texas). Bids will be submitted to the specified person on the bid request per the published deadline.
 - 2. Specified person will send the bid request to the Contracted Services Committee for review.
 - 3. Contracted Services will send recommendations to the Board of Directors for final approval.
 - 4. Contracted Services Committee Chair will notify all parties involved of decision made by the Board of Directors and will collect and distribute all signed contracts. Copies of signed contracts will be sent to the Executive Committee, Financial Services representative and the State Advisor.
- C. Board members must resign their position prior to submitting a bid for any contracted position.
- D. Beginning September 1, 2016, contracts will be offered for a three-year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.
- E. Each service will comply with operational procedures as prescribed by the Board.

- F. The individual or representative providing the services will report directly to the Contracted Services Oversight Committee at the quarterly Board of Directors Meeting.
- G. Budgeted amount is the maximum allowable expense. Every effort by the contracted services provider should be made to expend the minimum amount possible.
- H. All contracted services must have a fiduciary responsibility to the organization to limit expenses incurred to a reasonable amount. Any total reimbursed expense exceeding \$500 over the approved budget must be pre-approved by the Treasurer (Board Chair if Treasurer is not available); any expenditure exceeding \$1,000 over the approved budget must be approved by the Board of Directors.

Listed Key Responsibilities and Performance Measures as per Appendix G-19 - Description as taken from Texas Policies and Procedures Handbook.

Title: Financial Services

Key Responsibilities:

- Reconcile bank statements
- Prepare statement of financial position
- Prepare statement of activities
- Assist in preparation of the annual budget
- Pay bills as approved by the treasurer
- Deposit funds received by the organization
- Maintain financial records
- Assist auditor in the preparation of the federal income tax return – Form 990
- Compile and provide all Perkins reports and paperwork to Board Chair and TEA Rep
- Attend board meetings
- Complete Perkins grant

Key Performance Measures:

- Accuracy of financial statements as validated by the audit
- Reconcile bank statement monthly
- Prepare financial statement and statement of activities, for each board meeting
- Issue payments within one week of receipt
- Complete Perkins grant and reports by submission deadline
- Provides a signed contract within 1 week of selection to Board Chair to forward copies to Executive Committee

Competencies:

- Tax knowledge
- Understanding of accounting principles
- Basic understanding of GAAP
- Grant writing experience

Term:

Contracted year from September 1 through August 31. Beginning September 1, 2016, contracts will be offered for a three-year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

Contact Board Chair, Kelly Munro @ munrok@friscoisd.org or State Advisor, Diana Weber @ mrsweberbpa@gmail.com for more information.

Please submit your letter of application, resume and your RFP electronically at <https://forms.gle/6PBc5ZjVyGXVq5n8> by June 30, 2022.