

REQUEST FOR PROPOSALS (RFP)

Financial Controller Services

Issued by: The Matt Urban Human Services Center

Proposal Due Date: March 7, 2025

Start Date: March 17, 2025

Submission Email: rundercoffer@urbanctr.org



The Lt. Col. Matt Urban Human Services Center of WNY seeks to contract for financial controller services.

1. Organizational Overview

- **Mission statement:** Our mission is to provide compassionate and comprehensive support to Western New York's most vulnerable populations by addressing the critical issues of poverty, homelessness, mental illness, and substance use disorders. We are dedicated to providing housing, essential services, and person-centered, trauma-informed care that empowers individuals to break cycles of hardship and lead stable, dignified lives. Paired with a focus on systemic change and advocacy for those we serve, we strive to be a beacon of hope and transformation, doing the hardest work to serve those who need it most.
- **Services:** Our current services include permanent supportive housing for chronically homeless veterans, victims of domestic violence, individuals with mental health and substance use disorders, case management support for seniors and justice-involved youth, weekend and summer programming for school-aged children, emergency rental assistance, a food pantry, a clothing closet, a homeless street outreach team, property management, and more.
- **Operational structure:** With a total budget of around \$5 million annually, the Matt Urban Human Services Center is currently led by a board of directors that is responsible for hiring and overseeing the work of an Executive Director. The agency's Chief Program Officer and Chief Operating Officer each report to the Executive Director. The contracted entity will report to the Executive Director as well.

2. Scope of Services

The Matt Urban Human Services Center is seeking proposals from qualified firms to provide **Controller services** on an **hourly basis**. The selected firm will oversee the organization's financial operations, budgeting, ensuring compliance, strategic financial planning, and oversight of internal accounting functions.

The **Controller's responsibilities** include:

- **Financial Reporting** – Prepare and review monthly financial statements, assist with board reporting.

- **Budgeting & Forecasting** – Assist in the preparation of annual budgets and financial projections.
- **Compliance & Audits** – Ensure adherence to nonprofit financial regulations, manage external audits.
- **Cash Flow Management** – Monitor cash flow, reconcile accounts, oversee financial transactions.
- **Grant Tracking & Reporting** – Ensure proper financial tracking and reporting for government and private grants.
- **Oversight of Accounting Staff** – Direct and support the organization’s accounting staff (currently one full time employee).
- **Accounts Payable & Receivable** – Supervise financial transactions, review and approve expenditures.
- **Software Management** – Work within **AccuFund** to manage accounting functions.

3. Proposal Requirements

Interested firms should submit proposals that include:

- **Firm Background** – Overview of firm, areas of expertise, nonprofit experience.
- **Relevant Experience** – Experience providing Controller services, particularly for nonprofits with government grants.
- **Team & Qualifications** – Key personnel assigned to the engagement, CPA status (if applicable).
- **References** – At least two references from similar engagements.
- **Cost Proposal** – Hourly rate and any alternative pricing structures available.
- **Sample Reports** – Examples of financial reports or templates used for similar clients.

4. Preferred Qualifications

The ideal firm will have:

- Experience working with **nonprofit organizations** and government funding sources.
- Expertise in **AccuFund** accounting software.
- Strong understanding of **nonprofit compliance, audits, and grant management**.
- A team with **CPA Credentials and financial management experience** in the nonprofit sector.

5. Contract Term

The initial contract will be for **one year, with the option for renewal** based on performance and organizational needs.

6. Submission & Selection Process

- **Deadline for Submissions:** March 7, 2025
- **Submission Email:** rundercoffer@urbanctr.org
- **Interviews:** To be scheduled following submission deadline
- **Start Date:** March 17, 2025