

Town of Princeville

**MAYOR AND COUNCIL  
MEMBERS**

Bobbie Jones, Mayor  
Linda Joyner, Mayor ProTem  
JoeRoam Myrick, Commissioner  
Milton Bullock, Commissioner  
Pamela Ransome, Commissioner



**OFFICE OF THE TOWN  
MANAGER**

Daniel B. Gerald, MPA,  
Town Manager  
Tabatha Powell, Interim Town  
Clerk  
Gina Cain, Town Attorney

CHARTERED IN 1885

**Town of Princeville Request for Proposals**

**Contract Town Financial Officer**

**Town of Princeville, North Carolina**

A. Statement of Purpose:

*The Town of Princeville, the oldest Town chartered by African Americans, is seeking paving proposals from qualified contractors to address paving needs in the Town of Princeville.*

B. Background Information:

*At the close of the Civil War, former slaves seeking protection and freedom left the plantations for Union troop encampments. Following the departure of Union soldiers, many of the now-freed slaves remained behind and settled in an area named Freedom Hill. Freedom Hill was incorporated in 1885 in Edgecombe County. The name was changed to Princeville in honor of Turner Prince, an African-American man who had been involved in building many of the community's homes*

### C. Tasks to be Accomplished:

- Prepares balance sheets, income statements, and expenditure reports and maintains computerized general ledger.
- Reviews collections and expenditures to assure accounts are accurate.
- Prepares account standard and adjusting journal entries.
- Prepares year-end closing entries.
- Prepares annual budgets.
- Performs bank account reconciliations for all funds.
- Reviews payroll journals and corresponding reports for general ledger; budget preparation; preparing salary spreadsheets and related reports, collecting data, corresponding with department heads and supervisors, and oversees budget entry and budget distribution.
- Oversees records management program for Finance.
- Assists external auditors with annual audit.
- Performs internal accounting and works on comprehensive annual financial reports.
- Maintains general ledger, prepares journal entries, financial statements and related spreadsheets for federal housing grant programs, federal block grants, federal COPS grants, Capital Project Funds, Business/Tourism, Development Funds.
- Prepares quarterly and annual reports for federal grants.
- Audits municipal court deposits for accuracy.
- Prepares periodic financial statements and special reports and surveys requiring financial information.
- Consults with and advises departmental representatives, answers questions, suggests alternatives, corrects errors and analyzes accounts.
- Performs additional related request as required.

### D. Contract Details

- Contract begins August 7<sup>th</sup>, 2017.
- Payment, Incentives, and Penalties – Payment will be made at the end of a properly satisfied and completed project Month. No payment will be made before the project start date.
- Contractual Terms and Conditions – These terms are added during the negotiations of the contract between the Town and the selected firm.

### E. How to Submit a Proposal

*Please submit the following no later than July 17<sup>th</sup> 12 noon, Attention to Daniel B. Gerald, Town Manager, The Town of Princeville, PO Box 1527 Tarboro NC 27886, Princeville North Carolina, and e-mail to [dgerald@townofprinceville.com](mailto:dgerald@townofprinceville.com). Electronic versions welcome.*

1. *A technical approach, which describes how you will carry out the tasks outlined above.*
2. *A firm estimate of the fees to be charged and an estimate of expenses that would be incurred.*
3. *Names, phone numbers, and email addresses of individuals at three nonprofit organizations who have been your clients during the last eighteen months and whom we can contact as references.*

*We will hold interviews with finalists during the week of July 31<sup>st</sup>, 2017. If you have questions, please email them to [dgerald@townofprinceville.com](mailto:dgerald@townofprinceville.com).*