



**RUSSELL COUNTY PUBLIC SERVICE AUTHORITY**  
**137 Highland Drive, Suite E**  
**LEBANON, VIRGINIA 24266**

**276-991-0200**

**Fax 276-991-0201**

**Request for Proposal for Certified Public Accountant (CPA) Services**

Russell County Public Service Authority (PSA)  
Lebanon, Virginia 24266

**Date Issued:** November 26, 2024

**Proposal Due Date:** January 1, 2025

The Russell County Public Service Authority (PSA) is seeking proposals from certified public accountants (CPAs) with experience in providing accounting services, including but not limited to monthly reconciliations of books, general ledgers, and assistance in audit preparations. This engagement will be instrumental in ensuring the PSA maintains accurate financial records, complies with applicable regulations, and is prepared for annual audits.

The selected CPA will be responsible for the following:

- **Monthly Book Reconciliation:** Review and reconcile all financial transactions, ensuring that records in QuickBooks are accurate and reflect all activities.
- **General Ledger Maintenance:** Assist with maintaining and updating the general ledger, ensuring accuracy in categorizing, and posting transactions.
- **Audit Preparation:** Provide support in preparing for annual audits by ensuring all records are complete, accurate, and in compliance with auditing standards. Assist in responding to auditor inquiries as needed.
- **QuickBooks Expertise:** The CPA must have hands-on experience with QuickBooks for maintaining records and performing reconciliations.
- **Required Qualifications:**
  - A valid CPA license and in good standing in the Commonwealth of Virginia.
  - Minimum of 3 years of experience in accounting services for governmental or public entities.
  - Proven expertise in the use of QuickBooks for financial recordkeeping and reconciliation.
  - Experience in preparing for and assisting with audits.
  - Strong communication skills to work effectively with the PSA team and external auditors.
  - Knowledge of governmental accounting standards, including familiarity with fund accounting practices.

Please submit the following materials to the contact information provided below by **January 1, 2025**:

1. **Cover Letter:** Including an overview of your firm, qualifications, and your understanding of the PSA's needs.
2. **Resume:** Detailing relevant experience and certifications.
3. **References:** Contact information for at least three professional references who can speak to your qualifications and past performance.
4. **Fee Schedule:** Outline your proposed fee structure for monthly services and any additional charges related to audit support or other work.

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and individuals proposed for the project.
- Expertise in QuickBooks and familiarity with governmental accounting practices.
- Cost-effectiveness and clarity of the proposed fee schedule.
- References and past performance with similar clients or projects.

Please ensure that your proposal is submitted by **January 1, 2025**. Late proposals will not be considered. Submit proposals to:

**Chris Dye, Director**  
Russell County Public Service Authority  
137 Highland Dr, Suite E  
Lebanon, Virginia 24266

- The Russell County PSA reserves the right to reject any and all proposals, negotiate terms, or select the proposal that is in the best interest of the PSA.
- Any questions regarding the RFP may be directed to Chris Dye, Director, at the contact information listed above.

We look forward to reviewing your proposal.