

REQUEST FOR QUALIFICATIONS (“RFQ”)

Finance Director/Treasurer

The Seven County Infrastructure Coalition (the “Coalition”) issues this request for qualifications (RFQ) for a Finance Director/Treasurer. This is a contracted position for part-time work. The Finance Director/Treasurer shall be the custodian of the funds of the Coalition and shall prepare and maintain financial records for the Coalition. The Finance Director/Treasurer, under the direction of the Executive Director, shall function as the Budget Officer. The Finance Director/Treasurer is authorized to make expenditures in accordance with the budget and consistent with Generally Accepted Accounting Principles (GAAP) for: payroll, repetitive contractual obligations such as utility bills, and/or all items approved by the Board in the annual budget or by specific Board action, and other duties assigned. The Coalition is an independent political subdivision and public body in Utah, currently comprised of the following counties: Carbon, Daggett, Duchesne, Emery, San Juan, Sevier, and Uintah.

The majority of the services (all of which will be on an as requested basis) expected to be provided by the Finance Director/Treasurer will be related to the Coalitions activities will include, but are not limited to, the following:

- Create, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process; liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep the Coalition board of directors abreast of the organization’s financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management reporting system: ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices: adhere to and improve the Finance department’s overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the Executive Director and to the Board of Directors.
- Attend regularly held monthly meetings, and other meetings as requested.
- Ensure compliance with State laws and regulations, and assure that the correct files are submitted to the State and also retained for budgeting, transparency and any other state requirements as they arise.

The qualified candidate shall have a bachelor’s degree in business or finance, with preference to master’s degrees, and preference to a candidate licensed as a Certified Public Accountant. Experience managing finances for a public body in Utah, including budgeting, is desirable. A candidate must be bondable for the amount required by Utah law.

Candidates should demonstrate the ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds, have a track record in grants management, be technology savvy, knowledge of accounting

and reporting software, have a successful track record in setting priorities, keen analytic skills, organization and problem solving skills which support and enable sound decision making, demonstrate excellent communication and relationship building skills with an ability to prioritize, negotiate and work with a variety of internal and external stakeholders as well as the public, have personal qualities of integrity, credibility and dedication to the mission of the Coalition.

The Coalition's Selection Committee will review and score each response using the following criteria to determine the top three responses which will then be reviewed and scored by a selection body, using the following criteria: Overall experience - 50%, Education & Certification - 25%, Fees/Cost - 25%

All questions regarding this RFQ should be submitted by no later than 3:00 p.m. January 25, 2019. All responses to this RFQ shall be due by 12:00 p.m. January 31, 2019. NOTE: all times shown are Mountain Time ("MST")

Respondents shall provide an electronic copy to be sent via email to Mr. Michael J. McKee and to Mr. Eric Todd Johnson, respectively, to mmckee@7county.utah.gov and to eric@bcjlaw.net and the subject line should read, "Coalition Finance Director/Treasurer".

The top three candidates may be notified in advance of the February 8, 2019 meeting that they have been selected for consideration by the Selection Committee and may be asked to attend the February 8th Coalition meeting, which will be held at the Community Impact Board Building, located at 1385 South State Street, Salt Lake City, UT 84115, main floor conference room. All individual respondents will be notified after a selection is made.

Questions concerning this RFQ should be addressed to: Mike Mckee at (435) 823-5010 or by email at mmckee@7county.utah.gov OR to Eric Johnson at (801) 520-5333 or by email at eric@bcjlaw.net.

The Coalition's responses to all questions received regarding the RFQ may be provided to all respondents, as appropriate.

In the event that it becomes necessary to revise any part of this RFQ, an addendum, supplement, or amendment to this RFQ will be posted on the Utah Public Notice Website. It is the responsibility of the proposer to check the website for any addendums, supplements, or amendments made to the RFQ.

Once submitted, the RFQ response becomes the property of the Coalition and will be disposed of according to Coalition policies including the right to reject responses/proposals.

Responses of all individuals shall be open to public inspection according to Coalition policies. The individual may request in writing at the time of submission, the non-disclosure of trade secrets and other proprietary data so identified. Upon request, the Coalition will examine the proposal to determine the request's validity for protection under the Utah Government Access Management Act (GRAMA) prior to award of the contract. If the Coalition disagrees with the request, the Coalition will inform the individual in writing what portion of the response will need to be disclosed. At that time, the individual will have the opportunity to withdraw their response. Otherwise, the data will be disclosed.