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Indianapolis Private Industry Council, Inc., d/b/a EmployIndy, is seeking proposals from qualified people and/or organizations to provide part-time accounting/controller support services.

### **Introduction**

The Indianapolis Private Industry Council, Inc. d/b/a EmployIndy (“EmployIndy”) invites proposals from qualified individuals or entities to provide part-time accounting/controller support. This position will support EmployIndy’s month-end close process, quarterly financial review, and year-end pre-audit preparation.

As a non-profit workforce intermediary, EmployIndy receives and manages federal, state, and local government grants, as well as private foundation and philanthropic funding. EmployIndy operates on an accrual-based, fund accounting system utilizing NetSuite as the financial system of record and Paylocity for HR and payroll functions.

### **Background**

EmployIndy convenes, aligns, and invests in workforce development efforts to ensure a skilled talent pipeline meets Indianapolis’s evolving needs. To ensure financial accuracy, compliance, and transparency, EmployIndy seeks supplemental professional accounting/controller expertise specifically with nonprofit organizations and strong fund accounting experience.

### **Scope of Work**

#### **Ongoing Monthly Support (less than 30 hours per month)**

- Review work completed by the Accounting and Finance team during the month for accuracy and compliance with accounting best practices.
- Collaborate with the Executive Vice President of Finance and Administration to finalize monthly financial reports.
- Prepare documents required for the Board of Directors’ review.

#### **Quarterly Review (included in the 30 hours per month)**

- Conduct quarterly reviews of books and transactions to ensure continued compliance with accounting standards and grant requirements.
- Recommend and document corrective actions for any discrepancies

#### **Year-End and Pre-Audit Work (up to 60 hours)**

- Conduct a pre-audit review of fiscal year finances to identify and correct issues before the external audit.
- Finalize the year-end trial balance.
- Prepare the Schedule of Expenditures of Federal Awards (SEFA) and Schedule of Expenditures of State Awards (SESA) for the annual fiscal/single audit.

#### **Training and Documentation**

- Provide training for Accounting, Finance, and Grants team members when errors or issues are found.
- Document procedures to ensure correct accounting processes are sustained.

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### **Required Qualifications**

- Proven experience in non-profit accounting and controller-level responsibilities.
- Demonstrated ability to work with federal, state, and local grant funding.
- Proficiency in Netsuite and familiarity with Paylocity.
- Strong understanding of accrual-based, fund accounting practices.

### **Deliverables**

- Monthly reviewed and finalized financial reports.
- Quarterly review reports with recommendations.
- Pre-audit findings report.
- Year-end trial balance and SEFA/SESA schedules
- Training materials and documented processes.

### **Proposal Requirements**

Please provide a complete written response to this RFQ which is double-spaced and does not exceed 10 single-sided pages.

The following information should be included:

#### **1. Organization/Individual Background**

- Description of the proposer's background and experience.
- Summary of relevant nonprofit accounting and controller-level experience.
- Demonstrated experience with federal, state, and local grant funding.
- Description of familiarity and experience with NetSuite (financial system of record) and Paylocity (HR/payroll).
- Evidence of understanding and application of accrual-based, fund accounting practices.

#### **2. Approach and Work Plan**

- Proposed approach for providing ongoing monthly support (reviewing work, finalizing monthly reports, preparing Board documents).
- Process for conducting quarterly reviews and documenting corrective actions.
- Methodology for year-end and pre-audit work, including preparing SEFA/SESA schedules.
- Approach to training and documentation for EmployIndy's Accounting, Finance, and Grants teams.

#### **3. Cost Proposal**

- Detailed breakdown of proposed hourly rate(s) and estimated monthly/annual cost.

#### **4. References**

- At least one (1) professional references from similar engagements.

**Proposal Evaluation and Scoring**

Proposals will be evaluated using the following scoring rubric:

<b>Criteria</b>	<b>Description</b>	<b>Max Points</b>
<b>Relevant Experience &amp; Qualifications</b>		
Background & Experience	Clear description of proposer’s professional background and relevant expertise.	5
Nonprofit Accounting & Controller Experience	Demonstrated experience in nonprofit fund accounting and controller-level responsibilities.	10
Grant Funding Experience	Experience working with federal, state, and local grant funding, including compliance.	5
NetSuite & Paylocity Proficiency	Proficiency with NetSuite (financial system of record) and familiarity with Paylocity (HR/payroll).	5
Accrual-Based, Fund Accounting Knowledge	Strong understanding and application of accrual-based, fund accounting practices.	5
<b>Approach &amp; Work Plan</b>		
Monthly, Quarterly, and Year-End Approach	Clear, detailed plan for ongoing monthly close, quarterly review, and year-end audit preparation.	15
Understanding of Nonprofit Compliance	Demonstrated understanding of nonprofit accounting requirements and grant compliance.	20
Training & Documentation Methodology	Approach for training staff and documenting processes to ensure sustainability.	10
Collaboration with Finance Leadership	Demonstrated ability to collaborate with EmployIndy’s EVP of Finance and team.	5
<b>Cost Proposal</b>		
Rates & Cost Breakdown	Detailed hourly rate(s), estimated monthly/annual costs, and billing structure.	20
<b>Total Points Available</b>		<b>100</b>

**Submission Requirements**

Applicants must submit one (1) electronic copy of the proposal. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

**Request for Quotes (RFQ) 2025-009**  
**Part-Time Accounting/Controller Support Services**  
Release Date: August 27, 2025  
Proposal Due Date: September 12, 2025



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All proposals should be submitted no later than **11:59 p.m. EST, Friday, September 12, 2025**, at [www.employindy.org/contractopp](http://www.employindy.org/contractopp).

Any questions should be submitted via [www.employindy.org/contractopp](http://www.employindy.org/contractopp) no later than **5:00 p.m. on Thursday, September 4, 2025**. Answers to submitted questions will be made available on the EmployIndy website by close of business September 8, 2025.