



REQUEST FOR QUALIFICATIONS

Monthly Accounting / Controller Services

1. Introduction

The City of Moberly (“City”) is requesting proposals from qualified firms or individuals to provide monthly accounting and/or controller services. The City seeks a partner to assist with recording financial transactions, reconciling accounts, and supporting accurate and timely financial reporting. The City intends to select a qualified provider based on experience, expertise, and demonstrated ability to perform governmental accounting services.

2. Background

The City is a medium size local government with multiple funds, including governmental and enterprise funds. The City utilizes Caselle accounting software and currently maintains internal staff responsible for daily operations and financial review. The selected vendor will supplement internal capacity and help ensure sound financial controls and accurate records.

3. Scope of Services

Services may include, but are not limited to:

Monthly Accounting

- Recording and reviewing financial transactions and journal entries
- Reviewing accounts payable, payroll, and utility billing postings (as applicable)
- Maintaining the general ledger in accordance with the Modified Cash Basis of accounting and Missouri statutes (as applicable)

Reconciliations

- Monthly bank account reconciliations for all City accounts
- Reconciliation of balance sheet accounts (cash, receivables, payables, etc.)
- Identification and resolution of discrepancies in coordination with City staff

Controller-Level Support

- Monthly review of financial activity for accuracy and consistency
- Assistance with month-end close procedures

- Support for annual audit preparation and auditor requests

Advisory & Support

- Recommendations for process improvements and internal controls
- Ongoing communication with City staff regarding financial issues

4. Deliverables

At a minimum, the selected proposer shall provide:

- Completed monthly reconciliations
- List of adjusting entries and recommendations
- Documentation supporting reconciliations and entries

5. Minimum Qualifications

Respondents should demonstrate:

- Experience providing accounting services to governmental entities
- Knowledge of governmental fund accounting and the Modified Cash Basis of Accounting
- Familiarity with internal controls and audit preparation
- Relevant certifications (CPA or CPA supervised required)

6. Statement of Qualification Requirements

Statements of Qualifications should include:

1. Firm or individual background and experience
2. Extent of services available
3. Description of relevant governmental accounting experience
4. Identification of personnel assigned to the engagement
5. Summary of similar engagements
6. Proposed fees and cost structure
7. References from comparable clients
8. Any other factors or special consideration you feel would influence your selection.

7. Term of Contract

The City anticipates entering into an agreement for an initial term of two (2) years, with an option to renew an additional year.

8. Fee Information

The City will consider proposals that include flat fee services or hourly rate services. If a vendor is proposing an hourly structure the City will desire an estimated monthly cost.

9. Selection Process

The City will evaluate responses based on qualifications, experience, and demonstrated ability to meet the City's needs. The City may conduct interviews with one or more respondents prior to final selection.

10. Submission Instructions

Proposals must be received by:

Date: February 27, 2026

Time: 10:00 am

Submission Method: proposal submitted via email to the City Clerk's office at shance@cityofmoberly.com.

Please direct any questions about this RFQ to the Finance Director, Allison Boyd, at aboyd@cityofmoberly.com.

11. Reservation of Rights

The City reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed to be in the best interest of the City.