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The Morning Star

NORTHERN CHEYENNE TRIBE

P.O. Box 128
LAME DEER, MONTANA 59043



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REQUEST FOR PROPOSALS **Internal Comptroller** **August 15, 2019**

PROPOSAL DEADLINE: September 13, 2019 4:00 p.m.

The Northern Cheyenne Tribe requests proposals to perform Internal Comptroller services for the Tribe for fiscal years 2019 (October 1, 2019 to September 30, 2020).

Description of the Entity:

The Northern Cheyenne Tribe is a federally recognized Indian Tribe whose constitution was formally adopted by its members in accordance with Section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984) as amended by the Act of June 15, 1935 (49 Stat. 378). It has been determined that the Northern Cheyenne Tribe is the primary government based upon the fact that it is legally separate, its governing body is separately elected, and it is fiscally independent from other governments.

The Tribe uses the MIP fund accounting system to record and report on its financial position and the results of its operations. The Tribe's major operations include natural resources, general government, health and welfare, education, public works, economic development, public safety, culture and recreation, and community services. The Tribe seeks to meet the June 30th deadline for current single audit report and indirect cost rate negotiations for each fiscal year. This position is housed in the Central Finance department in Lame Deer, Montana of the Littlewolf Capitol Building.

Duties and Responsibilities:

- The Comptroller will advise on all activities in the Tribe's Central Finance Department
- Be able to process transactions, reconcile, accounts and prepare reports
- Maintain internal controls to protect Tribal assets
- Have thorough knowledge of Governmental Accounting and Generally Accepted Accounting Principles (GAAP)
- Will assist in planning, and decision making related to financial matters
- Attend important meetings as a Tribal Representative
- Staff training related to accounting duties
- Preparation of the Tribes' SEFA (accrued/deferred revenue schedule)
- Audit preparation
- Budget preparation
- Responsible for coordinating A-133 audits
- Preparation of Indirect cost rate proposal and review
- Addressing and mitigating the findings outlined in the Tribe's FY19 audit
- Monitoring the Tribe's fiscal activity to ensure that GAAP and federal compliance regulations are adhered to
- Ensuring that all federal and state tax reports and payments are made accurately
- Requires confidentiality and professionalism

- Prepare and file W-2 and 1099 Wage and Tax Statements

Information Required:

1. Table of contents outlining services
2. Summary of the individual's qualifications to include:
 - a. Resume highlighting relevant experience and continuing education
 - b. Description of all recent Indian Tribal Government experience relevant to the type of services requested as well as specific names and telephone numbers of client officials
 - c. Knowledge of computer-based software necessary for analyzing and processing fiscal data, to include the MS Office and MIP fund accounting software packages
3. Approach to the services and submission of a **work plan**, including timeline, to accomplish the duties and responsibilities outlined. The work plan should include time estimates and frequency for each significant segment of the work (weekly, monthly, annual, etc.). List the type of training that will be offered for the Tribe.
4. Compensation section shall state the total hours and hourly rate for each task and the resulting all-inclusive maximum fee, including out-of-pocket travel costs, for which the requested work will be completed.

Education and experience:

Should have at least Eight (8) years' of progressively of progressively more responsible experience in fiscal operations and Governmental Fiscal Accounting Professional certification (CPA, CMA) preferred or a combination of education and experience equivalent to. Must list work experience with Tribal Government Fund Accounting. Must provide copies of credentials in the package.

The Northern Cheyenne Tribe reserves the right to reject any and all proposals submitted and to request additional information from all prospective parties. Any award made will be to the offeror which, in the opinion of the Northern Cheyenne Tribe, is the most qualified to meet the expressed needs of the Tribal government.

All proposal submitted must address all required information to be considered complete. Incomplete submissions will not be evaluated. Once original and five unbound copies of the proposal must be provided. For more information or clarification, please contact the Tribe's Central Finance Department at (406) 477-4810, Renessa Russette at renessa.russette@cheyennation.com