



City of Anderson

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1.24.25

City of Anderson RFP for Accountant Services

To whom it may concern:

The City of Anderson is interested in bringing on new Accountant Services. We are looking for a person or firm that can meet our accounting needs and can provide accounting services in a reasonable amount of time, with a professional demeanor. Listed below are all the services that we are looking to have included in our contracts. We would like any interested parties to provide us with their rates to accommodate these services.

We need to have the following services:

Payroll review

Bank Reconciliation review- monthly

Preparation for an Annual CFS report

Annual Closing of the Books

Instruct the bookkeeper for any corrections that need done.

We currently have a City Clerk who handles a majority of our current bookkeeping. We need an accountant solution that provides her support and can help her by reviewing her monthly reconciliations, payroll, and General bookkeeping.

We look forward to hearing from interested parties.

Thank you,

Katie Griebe

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