



CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013

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City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

City of Bangor

Request for Information (RFI)

Part-Time Municipal Accounting Services – Scope of Services

Purpose

The City of Bangor is seeking proposals from qualified Certified Public Accountants (CPAs), governmental accounting professionals, or firms to provide part-time accounting services to assist the City's financial operations. The selected professional will work collaboratively with the City Treasurer and City Manager to ensure accurate financial reporting, strengthen internal controls, and support compliance with applicable accounting standards and Michigan municipal finance requirements.

Scope of Services

The selected individual or firm may be asked to provide services including, but not limited to:

- Review monthly bank reconciliations and cash balances.
- Review and reconcile general ledger accounts.
- Prepare or review adjusting journal entries, as necessary.
- Assist with month-end and year-end closing procedures.
- Prepare financial reports for City management and the City Council.
- Review budget-to-actual financial activity and provide recommendations.
- Assist with annual budget preparation and budget amendments.
- Coordinate and prepare schedules required for the City's annual independent audit.
- Review accounting procedures and recommend improvements to internal controls.
- Provide technical guidance regarding governmental accounting standards (GASB), fund accounting, and financial reporting requirements.
- Provide financial consultation to the City Treasurer and City Manager as requested.

Desired Qualifications

Preference will be given to professionals who possess:

- Certified Public Accountant (CPA) designation or equivalent governmental accounting experience.
- Demonstrated experience working with Michigan municipalities, counties, or other governmental entities.
- Knowledge of governmental fund accounting and GASB standards.
- Experience preparing financial records for annual audits.
- Strong understanding of municipal budgeting, cash management, and financial reporting.
- Experience with municipal accounting software (such as BS&A or similar systems) is preferred.

Estimated Level of Service

- Approximately **10–20 hours per month**, with additional hours during audit season, budget preparation, or other special projects as approved by the City.
- Combination of remote work and periodic on-site meetings, as needed.

Proposal Information

Interested professionals or firms are invited to provide:

- A brief statement of qualifications.
- Relevant municipal or governmental accounting experience.
- Résumé(s) of the individual(s) who would perform the work.
- Hourly rates or proposed fee structure.
- Estimated availability.
- References from governmental clients, if available.

Contact Information

Questions or responses may be directed to:

City Manager Justin Weber

City of Bangor

257 W Monroe St

Bangor, MI 49013

Phone: 269.427.5831

Email: j.weber@cityofbangormi.gov

The City of Bangor reserves the right to reject any or all responses and to negotiate the scope of services with the selected professional or firm. This Request for Information is intended solely to identify qualified professionals and does not constitute a commitment to enter into a contract.