The Combined Regional Communications Authority (CRCA) is seeking proposals from qualified accounting firms for monthly accounting services, to include accounts payable, accounts receivable, and payroll.

**CRCA Background**

The Combined Regional Communications Authority is a governmental authority, created in 2015. CRCA is a public safety answering point for all 911 calls in Fremont and Custer Counties in southeast Colorado and provides emergency dispatch services for 4 law enforcement agencies, 8 fire protection districts, and 2 EMS providers. CRCA has a staff of 24 who operate the center on a 24/7/365 basis and an annual budget of $2.7M.

**General Requirements**

The firm will be familiar with governmental accounting practices and be able to provide accounting services in the following areas.

**Payroll**

The selected firm will prepare all payroll entries, using QuickBooks and incorporate all payroll activity into the general ledger. The firm will also coordinate direct deposit entries with the CRCA’s financial institution. They will also be responsible for tracking sick and vacation accrual for employees.

**Accounts Payable**

The selected firm will be responsible for processing all accounts payable, posting of all accounts payable activities to the general ledger, as well as providing the accounts payable monthly report. All necessary accounts payable information will be provided to the selected firm.

**Accounts Receivable**

The selected firm will be responsible for integrating all monthly deposit receipts into the general ledger and providing monthly revenue reports.

**Auditing**

The selected firm will be responsible for providing records for auditing purposes as required.