

Steepletown Neighborhood Services

Request for Bids: Contracted Controller Services

Updated Release Date: 01/09/2026

Proposal Deadline: 01/16/2026

Anticipated Start Date: 01/20/2026

Steepletown Neighborhood Services (“Steepletown”) is a nonprofit organization based in Grand Rapids, Michigan, serving individuals and families through workforce development, early childhood education, and community-centered support services. We are seeking proposals from qualified individuals or firms to provide **contracted Controller services** to support our financial operations, reporting, and compliance needs.

Purpose of the Engagement

The Contracted Controller will provide financial oversight and ensure the integrity, accuracy, and timeliness of Steepletown’s accounting and reporting systems. This role is responsible for overseeing monthly close processes, reconciliations, financial statements, restricted and board-designated net assets, and coordination with leadership and board governance structures.

Scope of Services

The Controller will perform services aligned with established workflows and internal controls, including but not limited to:

- Monthly close and reconciliation of all bank and credit card accounts
- Oversight of QuickBooks Online accuracy, classifications, and balances
- Preparation and distribution of monthly financial statements (Balance Sheet, Statement of Activities by Program, Budget-to-Actual)
- Management of restricted, temporarily restricted, and board-designated net assets, including releases and journal entries
- Coordination of bill review, coding verification, and payment workflows
- Oversight of deposit verification, expense coding, and financial documentation
- Presentation of financial reports to the Finance Committee as needed

A detailed **Scope of Work and Workflow Document** is attached to this announcement and will govern the operational expectations of the engagement.

Systems & Collaboration

Steepletown utilizes QuickBooks Online, RAMP, and cloud-based documentation systems. The Controller will work collaboratively with the Executive Director, Operations Director, Bookkeeper, and Finance Committee to ensure strong internal controls and timely financial communication.

Proposal Requirements

Interested bidders should submit a proposal that includes:

- An overview of the individual or firm, including nonprofit accounting experience
- Relevant experience with organizations of similar size, funding mix, and complexity
- A description of how the attached Scope of Work will be fulfilled
- Proposed fee structure and billing methodology

- At least two professional references

Submission Instructions

Proposals must be submitted electronically in PDF format to:

Santiago Gayton

Operations Director

Email: santiago@steepletown.org

Proposals must be received no later than **Friday, January 16th, at 12:00pm.**

Evaluation & Selection

Proposals will be evaluated based on demonstrated nonprofit financial expertise, understanding of the attached Scope of Work, systems alignment, communication approach, cost, and overall fit. Steepletown reserves the right to request interviews, seek clarification, or reject any and all proposals.

Equal Opportunity Statement

Steepletown Neighborhood Services is an equal opportunity organization and encourages proposals from qualified individuals and firms that reflect the diversity of the communities we serve.