

December 31, 2017

Request for Proposal

Organization: [California Fig Advisory Board](#) (CFAB)
Solicitation: Contractor
Activity: Accounting

The California Fig Industry is seeking proposals from qualified contractor to assist with accounting services in conjunction with CDFA Specialty Crop Block Grant Program – “When you Think Figs, Think California Grown.” The purpose of an accountant is to financially manage the grant to ensure accurate and timely reporting and transparency to stakeholders. Contractor will set up grant actuals versus budget tracking tools and related grant chart of accounts as well as monthly grant tracking reconciliations, invoicing, and financial reporting. Selected contractor will work closely with the California Fig Advisory Board staff and management on overall process.

Scope of Work:

Contractor will provide a statement of qualifications and proposed cost for services, including:

- Development of budget tracker tool.
- Monthly updates/reconciliations.
- Invoice review and processing.
- Financial reporting.
- Audit support.

Qualifications:

- Excellence in budget management.
- Accounting certification(s).
- Previous experience with commodity or ag organization.
- Familiarity with CDFA Specialty Crop Block Grant policies and procedures.
- Passion for and familiarity with California Grown Products.

Funding:

- \$11,300-\$16,500 USD

Submissions:

Proposals should be submitted electronically to the California Fig Advisory Board:

kstockli@californiafigs.com Open date for this solicitation is: December 31, 2017 and submissions must be received by CFAB by January 31, 2018. The successful contractor(s) will be notified of selection within five days of the closing date.

This solicitation is open to all individuals without regard to race, color, national origin, gender, religion, age, disability, sexual orientation, marital or family status, political beliefs, parental status, or protected genetic information.