



Hudson River Valley Greenway

KATHY HOCHUL
Governor

KEVIN BURKE
Chair, Greenway Conservancy

MEG DOWNEY
Chair, Greenway Council

ANDY KITZMANN
Executive Director

October 28th, 2024

Request for Proposals for accounting consulting services

The [Hudson River Valley Greenway](#) is seeking proposals for **CONSULTANT services to coordinate financial management and related financial reporting**. The successful consultant will take responsibility for general accounting, payroll and other daily and weekly financial tasks for a minimum of 9 months. The Hudson River Valley Greenway anticipates hiring a full-time finance manager in mid-2025.

The Hudson River Valley Greenway is a collective term for three unique organizations: two state entities created as part of the Hudson Greenway Act; and one federal associated with the National Park Service. Each organization requires some level of independent financial management. The organizations are:

Hudson River Valley Greenway Communities Council (Council) is part of the NYS Governor's executive department. The Council offers grant funding for a variety of community planning activities and some state administrative fees are handled through the Council (state vehicle, computer and ITS needs, and other state-contracted administrative needs). No staff are currently employed by the Council. Council Funds are managed through the state comptroller's office.

Greenway Conservancy for the Hudson River Valley, Inc. (Conservancy) is a part of the NYS Governor's executive department and is a Public Benefit Corporation. The Conservancy is the primary employer of Hudson River Valley Greenway staff and most administrative, programmatic, grant and management tasks fall within the Conservancy's mandate. The Conservancy staff manage all Hudson River Valley Greenway activities.

The **Hudson River Valley National Heritage Area ([HRVNHA](#))** is a federal program and part of the National Park Service. The Conservancy through the PBC's not-for-profit, the Greenway Heritage Conservancy HRV, Inc. is the formal management entity. The HRVNHA receives an annual federal appropriation that requires a 1-1 match of nonfederal resources. These resources are used for Conservancy staff salaries, various programmatic activities, and grant making.

Hudson River Valley Greenway Leadership: The Council and the Conservancy were each created through the same state legislation, The Hudson River Valley Greenway Act of 1991, as amended. The Council and the Conservancy each have independent boards of directors and work closely together to ensure the smooth governance of the Hudson River Valley Greenway. The Council and Conservancy boards co-lead the HRVNHA.



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Staff: All seven organizational staff are employed through the Conservancy. These include four full-time and three part-time employees, with room to grow in the coming year(s). Staff are paid through a private payroll company, not the NYS Comptroller. However, staff benefits, including health care and retirement, are provided by New York State.

Audits: The Conservancy and its not-for-profit, the Greenway Heritage Conservancy HRV, Inc., receives a combined annual audit. Resources managed by the Council are subject to audit by the NYS Comptroller at its discretion. The amount of federal support currently received by the HRVNHA does not require a single audit.

Accounting Tools: The Hudson River Valley Greenway uses *Sage 50 Accounting Software* (required by NYS) and both the Conservancy, and the Council are part of the New York State Financial Management System, and each receives annual state appropriations. National Heritage Area funds and contracts are managed through SAM.Gov, ASAP, and Grant Solutions.

The successful firm or individual will need to be enrolled in the state Financial Management System and pass a state background check to receive security clearance to enter the Greenway office building (each conducted after hire).

The Conservancy is working towards updating the bill payment process from paper checks to electronic transfers. The consultant will have direct responsibility for the transition. Council payments are handled electronically through the state's system.

Expectations and Position Term

- The term is expected to include two half-days each week comprised of four hours per day, over a minimum of nine months (through September 2025).
- Expertise in nonprofit financial management and state and federal financial management and reporting is essential.
- The position does not include staff management responsibilities.
- The position reports directly to the executive director. The successful individual or firm will also work with the Conservancy's current finance manager who recently retired but is supporting financial management activities on a reduced schedule through June 2025. Other staff also perform specific financial tasks, primarily in relation to Council transactions.



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To submit

The position is based at the organizational headquarters in Albany, NY. A hybrid approach of in-person office presence and telecommuting is negotiable.

Proposals submitted by Friday, November 15th will receive priority consideration. Submissions must include a desired rate, three references, and a brief proposal illustrating a clear understanding of the requested tasks (each required).

Contact

Andy Kitzmann
Executive Director
Hudson River Valley Greenway
Maurice D. Hinchey Hudson River Valley National Heritage Area
625 Broadway, 4th Floor
Albany, NY 12233-2995
c. 518-920-3591
Andy.Kitzmann@hudsongreenway.ny.gov

Summary of anticipated tasks

Day-to-Day Financial Management and Record Keeping

- Responsible for standard book/record keeping tasks in accurate and timely manner, including managing payables and receivables, making bank deposits, monthly bank reconciliations; reconcile credit card statements and maintaining records of supporting documentation.
- Maintain financial books and records, including general ledger, according to generally accepted accounting principles and organizational policies using Sage 50 Accounting software.
- Administration and management of payroll (currently ADP).
- Process employee time sheets, including tracking approved holidays and leave requests.

Preparation of Internal Financial Statements

- Prepare accurate financial statements on a quarterly basis, along with other statements as requested
- Manage year-to-date performance compared to budget and prior year

Audits

- An annual audit and related filings are prepared for the Conservancy. NYS may audit the Hudson River Valley Greenway Communities Council at its discretion.
- Prepare financial statements at end of fiscal year (3/31)
- Prepare federal single audits, if required
- Serve as primary liaison with auditor(s) and prepare all required schedules
- Coordinate preparation and filing of Federal Form 990 and NYS CHAR 500 with auditor(s)

Preparation of Budgets

- In coordination with the Executive Director and part-time finance manager, assist with the preparation of annual operating budgets, along with grant, appropriation, and contract budgets.

Management of Vendors

- Obtain W-9s, insurance certificates and similar information from all vendors.
- Prepare annual 1099 and 1096 forms and file with federal and state authorities.

Grants Management and Payment Requests

- Support the part time finance manager to draw down appropriate contract/agreement resources; reconcile agreements on consistent basis and submit timely payment requests to National Park Service, New York State, and other public and private sector entities
- Track and document matching funds (cash and in-kind)

Equal Opportunity Employment

Hudson River Valley Greenway is committed to creating and maintaining an inclusive, diverse, and equitable workplace. These values not only guide our work; we believe they are essential to fulfilling our mission to improve mandated representation in New York State. HRVG staff share responsibility for creating a more inclusive workplace. Diverse voices and perspectives only strengthen our ability to create transformational change. Candidates from diverse backgrounds are encouraged to apply.

HRVG welcomes candidates regardless of age, race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or marital status, domestic violence, victim status, or arrest record or criminal conviction history.