

LEGAL NOTICE

PUBLIC HOUSING AUTHORITY FEE ACCOUNTANT

The Housing Authority of the City of Summit is seeking proposals from Accountants/firms to serve as the fee accountant to the Authority. Proposals should be written to address the following quality/merit factors, which shall be used by the Authority to evaluate proposals:

1. Experience as housing authority fee accountant.
2. Experience in preparing monthly financial reports, trends analysis, budget controls, maintaining PHA's books of accounts, reviewing bank statements, analysis of rent rolls and ledgers, development and Capital fund reports and Management reviews.
3. Experience in preparing reports in accordance with the State Fiscal Control Act.

Period of service is January 1, 2012 through December 31, 2012. Proposals must be submitted to the address below and must be received no later than 10:00 AM on Wednesday December 7, 2011.

Louis A. Riccio, Executive Director
Summit Housing Authority
512 Springfield Avenue
Summit, New Jersey 07901