



Posted August 3, 2023

The Sacramento Metro Advocates for Rail and Transit (SMART), a 501c3 nonprofit entity, is seeking reliable financial services and bookkeeping assistance to enhance our business's financial efficiency and takeover existing services from our nonprofit fiscal agent in January 2024.

Vendors or Professionals interested in this position can visit <https://sactosmart.org/jobs/> to complete a job inquiry form.

Please indicate which of the following services you provide from the list below when applying:

- Accept sponsorship, donation, or other funding dollars,
- Distribute payments on a bi-weekly basis,
- Control of funds,
- Record and report all transactions,
- Monthly financial reports,
- Transfer funds from donation platform,
- Weekly reports showing current receipts,
- Invoice preparation and submission,
- Deliver unexpected funds,
- Collect all Tax documentation,
- Issue 1099s,
- Maintain accounting records for 7 years,
- Respond to inquiries within 4 business days,
- Prepare financial statements for board, and
- Perform annual financial audits and reporting.

Thank you for considering our request to be our valued financial services partner. We look forward to learning more about the services you offer that will enable us to focus on SMART's goals while ensuring our financial matters are in capable hands.

Sacramento Metro Advocates for Rail and Transit