Upper Delaware Council

P.O. Box 192, 211 Bridge Street, Narrowsburg, New York 12764-0192 • (Tel.) 845-252-3022 • (Fax) 845-252-3359
www.upperdelawarecouncil.org

Upper Delaware Council, Inc. Request for Proposals:
FINANCIAL ANALYST, a nine-month independent contractor position

WRITTEN PROPOSALS DUE DATE: December 11, 2026
CONTRACT APPROVAL EXPECTED: January 7, 2027 by resolution vote

RATE: $34,000 fixed compensation, billable as an approximately $3,778 monthly retainer, based on an estimated 15 hours of work per month for services to be rendered from early January 2027 to September 30, 2027.

POSITION SUMMARY: The Financial Analyst will assist the Upper Delaware Council non-profit organization with managing secured $300,000 federal and $100,000 state contracts to include: segregation of the two funding streams, compliance, and reporting; providing budget analysis, tracking, and projections; and presenting recommendations for operational efficiencies, investment opportunities, and long-term fiscal sustainability to UDC leadership. This contractual position will operate on a higher level distinctive from the UDC's routine bookkeeping, accounting, and auditing tasks.

QUALIFICATIONS:

- Proven track record in non-profit accounting, governmental grant compliance, budget modeling and forecasting, and advisory acumen
- Strong working knowledge of Federal financial management requirements under 2 CFR Part 200, New York State contract administration through the Statewide Financial System, and IRS 501(c)3 non-profit organization regulations
- Proficiency in drafting written reports and making presentations, as needed
- Ability to provide at least two references upon the submission of a proposal

PROJECT DELIVERABLES:

- *First 30 days:* **Contract & Compliance Audit**: Review the terms, budget line items, indirect/match rules, and reporting calendars of the UDC's 1/1/27-12/31/27 National Park Service Cooperative Agreement ($300,000) and the 10/1/26-9/30/27 New York State (NYS) fixed-term agreement contract ($100,000) administered through the Department of Environmental Conservation via the Statewide Financial System.
- *First 30 days:* **Accounting System Configuration**: Review and configure the UDC's existing accounting software/chart of accounts via Intuit QuickBooks to strictly segregate 2027 federal, state, and unrestricted fund expenses and reimbursements, establishing clear month-end workflows and compliance deadline calendars for UDC staff.

- *Monthly:* **Grant Administration & Oversight:** Assist the UDC Executive Director with administering the first-time NYS funding contract, reviewing SFS reimbursement claims, and monthly budget-to-actual variance reports.
- *Monthly:* **Reporting & Invoicing:** Submit an itemized invoice and concise written summary of Financial Analyst activities, findings, and upcoming deadlines to the UDC for review and payment.
- *Ongoing:* **Long-Range Forecasting:** Develop and update a rolling 5-year multi-scenario budget projections, incorporating expense inflation and state funding contingencies to support UDC planning efforts.
- *Ongoing:* **Fiscal Sustainability and Reserves:** Analyze the UDC's overall fiscal condition and federal share budget, proposing long-term operational efficiency strategies and conservative cash-management/reserve allocation policies for unrestricted funds.
- *Final 30 days:* **Closeout & Knowledge Transfer:** Assist with final reconciliation and closeout reporting for the NYS grant (ending September 30, 2027) and deliver written Standard Operating Procedures (SOPs) and staff training to ensure seamless continuity of segregated accounting and SFS reporting.

PROPOSAL SUBMISSION: Include a **statement of interest**, description of **qualifications**, agreement and availability to work with the UDC as an independent consultant from approximately January 7, 2027 through September 30, 2027 at the provided compensation rate, and list **at least two references**.

Proposals will be accepted until 5:00 p.m. on Friday, December 11, 2026 by hard copy or electronically to:

Upper Delaware Council
ATTN: Financial Analyst RFP Response
P.O. Box 192
211 Bridge St.
Narrowsburg, NY 12764
laurie@upperdelawarecouncil.org (Executive Director Laurie Ramie)

The Upper Delaware Council reserves the right to reject any and all proposals, and to choose a proposal in the best interests of the organization. The Council retains the right to modify the contract with agreement by the independent contractor or to terminate the contract with 30 days' notice. The UDC's Procurement and Contracting Policy requires a formal Request for Proposals process with public notice for a spending threshold of over $20,000. Proposals will be evaluated on the basis of total cost and long-term value; quality and suitability for intended use; vendor's track record and references; compliance with the nonprofit's ethical, environmental, or diversity goals; ability to meet delivery or performance deadlines; and compliance with applicable codes and policies.

BACKGROUND: Upper Delaware Council, Inc. (UDC) of 211 Bridge St., P.O. Box 192, Narrowsburg, NY 12764, is a 501(c)3 organization incorporated in the Commonwealth of Pennsylvania in 1988 with a certificate to do business in New York State. Visit www.upperdelawarecouncil.org for an overview.

The UDC operates under the terms of a Cooperative Agreement with the U.S. Department of the Interior/National Park Service to oversee implementation of the *River Management Plan for the Upper Delaware Scenic and Recreational River in New York and Pennsylvania*. Its voting members are 13 local governments, the State of New York, and the Commonwealth of Pennsylvania, who appoint representatives and alternates to serve on the Council board. The Delaware River Basin Commission is a non-voting member. The National Park Service is the federal partner in a cooperative management partnership. There are currently

three full-time professional staff in the positions of Executive Director, Resources and Land Use Specialist, and Administrative Assistant.

The River Management Plan, adopted in 1986 based on the U.S. Congress's Upper Delaware enabling legislation, outlined a 60% federal/40% states cost-sharing scenario to subsidize UDC operations based on a $500,000 budget and five full-time staff. Since the UDC's 1988 establishment, the federal government has provided a $300,000 annual allocation through a line item in the NPS Upper Delaware Scenic and Recreational River unit's budget without adjustment. Neither state had ever provided their anticipated 20% shares until New York State introduced a $100,000 line item in the Fiscal Year 2026-2027 budget. The work plan and budget for that fixed-term contract, which the UDC first received access to on November 5, 2026, is currently being developed for state agency review and execution.