

MARIA KELLY

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9th September 2023

Dawn Collins
Town Administrator, Town of Palmer Lake

(719) 481-2953
dawn@palmer-lake.org
PO Box 208, Palmer Lake, CO 80133

REQUEST FOR PROPOSAL: FINANCIAL SERVICES

Dear Dawn,

I am writing to express my strong interest in providing financial services for the Town of Palmer Lake. With my educational background, professional experience, and dedication to excellence in finance and accounting, I am confident in my ability to make a valuable contribution to the team.

Throughout my academic journey, I have developed a deep understanding of accounting practices and financial management. I graduated from the University of Colorado, Colorado Springs with a Bachelor's degree in Accounting and from CSU Global with a Master's in Professional Accounting. During this time, I obtained my CPA license and decided to enter the world of Public Accounting.

My 8 years of experience in public accounting, gained through various roles, has provided me with the opportunity to apply my academic knowledge in real-world settings. I have successfully managed financial records for multiple clients, prepared detailed financial statements, and conducted comprehensive audits. Furthermore, my experience has honed my ability to identify cost-saving opportunities and ensure compliance with all relevant regulations and standards.

At my most recent role as an Auditor at Hoelting & Co., I had the opportunity to specialize in nonprofit and governmental accounting. I performed financial audits for various governmental entities such as school districts, charter schools, and other special districts. During this time, I was also performing monthly bookkeeping tasks for small special districts. In the past year, I decided to establish my own firm with the goal of providing financial services to governments and nonprofits.

I understand the Town of Palmer Lake is looking for a firm that can provide accurate, timely, and reliable financial services. I believe I am qualified to fulfill this request as I possess both educational and professional experience in governmental fund accounting, and I am committed to help achieve the financial goals of the Town. Key strengths and qualifications I offer include:

- **Financial Analysis:** Proficient in analyzing financial data to provide actionable insights and support informed decision-making.
- **Budget Management:** Skilled in creating and monitoring budgets to optimize financial performance.
- **Operational Accounting:** Proficient in managing and performing periodic accounting duties such as accounts payable, accounts receivable, cash management, and general ledger maintenance.
- **Financial Statement Preparation:** Skilled in preparing governmental financial reports at various levels of detail.
- **Audit Expertise:** Proven track record in conducting audits with meticulous attention to detail and accuracy.
- **Technology Proficiency:** Adept at using accounting software and tools to streamline financial processes.

Enclosed is my resume, which provides further details of my education and professional background. Thank you for considering my application. I look forward to the possibility of contributing to the success of the Town of Palmer Lake.

Sincerely,

Maria Kelly





PRICE LIST

MONTHLY BOOKKEEPING

\$75/Hour

Recording and categorizing transactions
Accounts payable/receivable processing and maintenance
Vendor/customer maintenance
Other administrative tasks

ACCOUNTING SERVICES

\$100/Hour

General ledger maintenance
Month-end closing activities
Financial statement preparation
Budget assistance and preparation
Fixed asset and loan maintenance
Assistance during yearly audit & tax return
1099 preparation

