

Summary & Background (high level description of what the request is for and purpose)

- America's Small Business Development Center (NJ) at The College of New Jersey provides strategic management and technical assistance and low- to no-cost training to well established Mercer County companies and nascent entrepreneurs.
- Funded by the U.S. Small Business Administration, State of New Jersey, The College of New Jersey and the Mercer County Office of Economic Development. Additional sponsors/partners include Bank of America, Customers Bank, and Berkshire Bank.
- An experienced business consultant to help advise established, high growth and some start-up companies to resolve issues, promote growth and expand opportunities.

Proposal Guidelines

- Need professional, experienced consultant to meet with/ on as need basis, and assist local Mercer County business owners to enhance their abilities for/ to maximize performance with and from Quickbooks.

Project Purpose & Description

- Provide confidential listening, training & feedback and connection to solutions and resources using Quickbooks.
- Follow mission and protocol according to our government funded contracts.

Project Scope (details of deliverables)

- Assessment of clients challenges with accounting and/or Quickbooks software
- Evaluation of strengths, weaknesses or opportunities for client to maximize efficiency, reporting & evaluation
- Action plan for next steps
- Monitor their progress
- Prepare informative reports/summaries for center files
- Maintain strict confidentiality

Timeline (for the bid process and then for the project)

- On as need basis though contracts can run months to a year

Budget

- Determined by the time of year the deliverables
- Fixed rate per hour

Qualifications (what you should have demonstrated skill in)

- Demonstrate experience in online and all aspects of computer based Quickbooks software
- Your experience in understanding financial statements
- Experience strategic counsel with cross section of established growing companies
- Excellent communication skills and knowledge of Quickbooks functionality
- Offer case studies of challenges and remedies you inspired and assisted
- Examples helping clients preparing statements for loans, integrating with invoicing, etc.

- Knowledge of start-up basics for first time users
- BONUS POINTS though not required:
 - Bilingual Spanish
 - Mercer County based

Evaluation Criteria

- Experience
- Responsiveness
- Organization
- Communication skills
- Availability
- Sincere desire to make a difference in assisting clients with issues facing their small businesses

Submission Requirements

EMAIL: all responses and questions should be sent to director@sbdcnj.com

Please include the appropriate SUBJECT line with your email response.

- BIO/RESUME for Quickbooks Consultant

Submission Deadline: July 20, 2018