

**GREENWOOD HOUSING AUTHORITY
REQUEST FOR PROPOSALS (RFP)
BOOKKEEPING SERVICES**

The Greenwood Housing Authority (GHA) is soliciting proposals from qualified individuals or firms to provide professional bookkeeping services for the Authority.

Services may include, but are not limited to, general ledger maintenance, account reconciliations, accounts payable and receivable support, payroll-related accounting functions, financial reporting, assistance with month-end and year-end closing procedures, preparation and maintenance of financial records, and other bookkeeping and financial support services as required by GHA.

Interested individuals or firms must submit a complete proposal demonstrating their qualifications, experience, proposed approach to providing the requested services, references, and proposed fee structure.

PROPOSAL DEADLINE:
Thursday, October 16, 2026
12:00 Noon (Central Time)

Proposals received after the stated deadline will not be considered.

Proposal packages and additional information regarding the scope of services and submission requirements may be obtained by contacting:

Greenwood Housing Authority
111 East Washington Street
Greenwood, Mississippi 38930
Telephone: 662-453-4822

All proposals shall be clearly identified as:

“RFP – BOOKKEEPING SERVICES”

The Greenwood Housing Authority reserves the right to reject any or all proposals, waive informalities or irregularities in the procurement process when permitted, and make an award determined to be in the best interest of the Authority and in accordance with applicable federal, state, HUD, and GHA procurement requirements.

The Greenwood Housing Authority is an Equal Opportunity Employer and encourages participation by qualified minority-owned, women-owned, small, and disadvantaged businesses.

Amber Stanley
Executive Director
Greenwood Housing Authority