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October 31, 2025

## **Request for Accounting Services**

Friends of Recovery New York, (FOR-NY), represents the voice of individuals and families living in recovery from addiction, families who have lost a family member or people who have been otherwise impacted by addiction. FOR-NY is dedicated to breaking down the barriers created by negative public perception that result in discrimination and policies that block or interfere with accessing recovery support services: access to addiction treatment, healthcare; housing, education and employment. FOR-NY works to build an infrastructure around the state through local Recovery Community Organizations (RCOs), Recovery Community Outreach Centers, (RCOC's), Youth Recovery Clubhouses, (YRC's) that build supports for people living in recovery and others in need. Our network is strongly in support of life saving, evidence-based practices to support people seeking recovery. Learn more at <https://for-ny.org/>.

FOR-NY is seeking a vendor to assist in full accounting services, including daily, weekly and monthly accounting, annual budget development (state funds from Office of Addictions and Support Services), submission of the consolidated financial report, payroll and audit preparation.

It is the intent of FOR-NY that accounting vendor have reputable accounting experience and be fully committed to providing agency-wide accounting, bookkeeping, budgeting, and budget development services. All interested vendors should provide a detailed proposal outlining the following:

- Project Management of all accounting services
- Design and execution of a comprehensive financial plan
- Development of an actionable accounting/financial plan
- Demonstrated experience working with multiple funding streams
- Awareness of substance use disorder and mental health populations
- Experience working with State and Federal contracts

Submissions of the requested proposals can be sent to [awest@for-ny.org](mailto:awest@for-ny.org), subject line: **REQUEST FOR ACCOUNTING SERVICES PROPOSAL**  
Proposals are due no later than **November 14, 2025, at 4:00pm.**



**Friends of Recovery-New York  
Accountant Services – to be covered under the RFP**

1. Ensure accuracy of all payments, disbursements and QuickBooks entries;
2. Prepare all necessary journal entries and post deferred revenues, which will be included on all quarterly reports;
3. Review all bank statements and reconcile all bank accounts on a monthly basis;
4. Participate in a weekly call with the Executive Director and FOR-NY finance team to review accounting information, answer any questions they may have, and provide guidance and recommendations on financial matters as deemed necessary and provide information on the budget status as of that date, noting any variances in accounts;
5. Prepare quarterly financial reports needed for the Board and government agencies, which will include a quarterly variance report to assist the Executive Director & Board in making timely accounting decisions;
6. Work with the Executive Director and FOR-NY finance team to prepare a budget for each year and shall annually create a projected budget for the next year;
7. Assist FOR-NY's auditor to prepare FOR-NY's annual audit and to prepare any forms or filings FOR-NY will, or must make with the Internal Revenue Service and New York State's tax authority;
8. Responsible for the development and accuracy of all financial reports (i.e. Consolidated Financial Report) FOR-NY must file with any government agency and provide signature certification of such when required;
9. Assist the Executive Director in establishing and implementing any needed fiscal policy or procedure;
10. Assist the Executive Director and FOR-NY in assuring compliance with all legal requirements relevant to FOR-NY's finances and its expenditure of funds, and will maintain the confidentiality of FOR-NY in this and all respects;