



Request for Proposals Service Contract - Bookkeeper

Start Date: Any time before January 10, 2023

Rate: Propose either a flat fee or an hourly rate.

Organizational Background:

Interfaith Partners for the Chesapeake (IPC) inspires and equips people of faith to honor, protect, and restore our shared watershed. Since 2010, IPC has engaged over 400 congregations to implement watershed best management practices on their grounds and raise awareness among their congregants. IPC's programs are offered to congregations throughout Maryland, as well as south-central Pennsylvania. Visit <http://www.InterfaithChesapeake.org> to learn more.

Location: The bookkeeper can work remotely. Bookkeeping is managed with Quickbooks Online (QBO). The bookkeeper is welcome to come to our Annapolis office on Tuesdays if they wish, but this is not imperative to the duties.

Financial Context: IPC typically employs 8-10 staff, plus an additional 1-2 non-employee interns at any one time. Employee payroll and expense reimbursements are processed by the Office Manager using OnPay, and then reported to the bookkeeper for reconciling in QBO. Several employees also use corporate credit cards, necessitating monthly credit card reconciliation using a cloud-based platform. C.E.A. Scholtes & Associates is IPC's contracted accounting firm, which directs accounting treatments and resolves any bookkeeping questions.

Role and Responsibilities: The bookkeeper shall handle typical bookkeeping responsibilities and reconciliations, as well as recording prepaid expense allocations, accrued income and expenses, grant administration support, tracking fringe and indirect costs, depreciation, and preparing MISC-1099s for any subcontractors. The average monthly workload is around 15-25 hours, which is concentrated in the first two weeks of each month. The bookkeeper works closely with the Executive Director (ED), Office Manager, and as needed, the accounting firm.

- Reconcile bank accounts and statements, deposits/donations from income platforms (monthly), and bi-monthly payroll.
- Record and pay accounts payable. Record checks from the check register.
- Issue invoices to and receivables from customers/donors, and grantors. Processes vendor bills for payment.
- Record employee expense reimbursements.
- Share credit card charges with staff and ED for allocation. Reconcile and pay credit card charges.
- Periodic re-allocation of expenses if corrections are warranted.
- Account for fixed assets and record depreciation, quarterly.

- Each month, reconcile, review, and prepare month-end financial reports including AR/AP Detail, P&L by Class, and Balance Sheet.
- Collect information as needed for an annual audit, review and/or tax filings.
- Produce Misc-1099 forms as appropriate.
- Allocate payroll taxes across program classes quarterly.
- Additional grant financial management support, including calculating fringe and indirect expenses and allocating them across program classes based on approved grant budgets (quarterly); issuing invoices for National Fish & Wildlife Foundation grants and Baltimore County grants using their required portals; working with the staff to prepare grant financial reports as needed.
- Store printed financial documentation at home office, until transferred to the IPC office for long-term storage in accordance with record retention policies.

Submitting a Proposal for the Bookkeeping Service Contract:

Consultant shall prepare a written proposal that outlines the following:

- Relevant qualifications
- Experience with similar clients
- Flat fee or hourly rate
- Available start date

It is recommended that proposals include a written letter with a resume attached, and that the following qualifications be highlighted in the letter:

- Number of years of experience with nonprofit clients and the size/annual budget of nonprofit clients
- Experience with grant financial support, particularly with National Fish & Wildlife Foundation grants
- Experience with QBO, Google spreadsheets, and Excel
- Any familiarity with Airtable or Basecamp is a plus and should be highlighted.

Proposals shall be submitted via our online portal, which you can [access by clicking here](#). Review of proposals will begin immediately, and interviews will be scheduled with qualified proposals. Women-owned, disadvantaged-owned, and minority-owned businesses are strongly encouraged to submit proposals and make your certified designation known to us.