

REQUEST FOR PROPOSAL NON-PROFIT BOOKKEEPING AND ACCOUNTANT SERVICES

Vermont Care Network, an arm of Vermont Care Partners, is currently seeking a firm/individual for bookkeeping and accounting services with a strong background in non-profit bookkeeping and accounting.

Interested and qualified organizations or individuals are invited to submit proposals, which will be accepted until December 11, 2020 at 5:00 p.m. Proposals should be addressed to:

Simone Rueschemeyer, Executive Director
Vermont Care Network/Vermont Care Partners
Simone@vermontcarepartners.org

Questions

Questions may be submitted via email to Simone Rueschemeyer at the email address above.

Background

Vermont Care Network is a 501(c) (3) not-for-profit organization and is an arm of Vermont Care Partners which is a statewide network of 16 non-profit community-based agencies providing mental health, substance use disorder, and intellectual and developmental disability services and supports. It is overseen by a 16-member Board of Directors with a 4-member Executive Committee. Governance and fiduciary responsibilities are carried out by the Board of Directors.

Requirements

The successful organization/individual will meet the following requirements:

1. Degree in accounting, business, or closely related field
2. Have experience using QuickBooks
3. Have experience with accrual accounting
4. Have experience with non-for-profit 501(C) (3) organizations
5. Have experience with state and federal grants management
6. Be detail oriented and extremely organized with files accessible to Executive Director

Scope of Work

1. Bookkeeping Services

- Handle accounts receivable and accounts payable
- Input all transactions into QuickBooks software, with information on revenue, expenses and receivables,
- Prepare the monthly reconciliation of all bank, vendor, credit card and all other material accounts and review with Executive Director
- Maintain supporting documentation for all transactions
- Manage payroll and retirement contributions

2. Financial Services

- Move current Quickbooks to an online version
- Input the adopted yearly budgets into QuickBooks
- Prepare a monthly Budget to Actual summary and Budget to Actual detail report out of QuickBooks
- Prepare any other QuickBooks' reports or statements as requested by the Executive Director

- Prepare for annual audit

3. Tax Reporting

- Prepare all payroll tax filings
- Prepare all 1099 filings

PROPOSAL REQUIREMENTS

The following must be received by the proposal due date.

- **Qualifications and Related Non-Profit Experience.** Sufficient information should be provided regarding qualifications to provide the requested scope of work
- Provide a listing of current non-profit clients for which you are providing bookkeeping/accounting services, if applicable
- Proposed hourly, monthly, or yearly fee for work described above

Individual Qualifications:

- Provide sufficient information and related experience of the individual who will perform bookkeeping/accounting services

Additional Information - Interested parties are encouraged to provide any additional information not otherwise requested that may aid Vermont Care Network in awarding this professional service contract.