

Job Announcement – Bookkeeper, Friends Meeting of Washington

Friends Meeting of Washington (FMW), Quaker faith, announces the need for a firm or individual contractor to provide a primary Bookkeeper, approximately one day per week, to FMW beginning late November or early December, 2018. Our current Bookkeeper will be retiring at the end of November. The Bookkeeper will be responsible for the tasks listed in the attachment.

We anticipate and will accept two types of responses to this RFP. One will be from consulting firms that employ Bookkeepers. The other will be Bookkeepers who are independent contractors. For the independent contractors, “primary Bookkeeper” is understood to be the independent contractor.

The Bookkeeper reports to the Clerk of FMW’s Finance and Stewardship Committee and the Financial Coordinator and will work closely with both the Event and Rental Manager and Administrative Secretary. The candidate should demonstrate that she/he currently performs similar work for other organizations in the Washington area, and produce a list of references. A routine credit and criminal background check will be completed on finalists for this position.

The main bookkeeping system used currently at FMW is the Sage/MIP system. Our preference is that the Sage/MIP system be used for future bookkeeping. However, we will consider use of an alternative system if the candidate explains in detail why we should change, and how we would transition seamlessly and quickly to the alternative system.

We estimate needing a Bookkeeper one day each week. If needed, as for the annual audit, the job has sometimes required more than one day a week. We understand that an applicant might prefer to perform some of the duties off site. In that case we would ask that the applicant arrange with the Financial Coordinator, Clerk of the Finance and Stewardship Committee and FMW staff a mutually agreeable time to be on site for coordination at least once a month. Any hours charged FMW in total by the contractor over 40 hours/month must be pre-approved by the Clerk of the Finance and Stewardship Committee.

FMW currently has income and expenses of around \$600,000 a year. We are undergoing a major renovation project. When that project is completed we expect income to increase to around \$1,000,000 a year. Interested parties can access the FMW bookkeeping report and audits at the Friends Meeting of Washington website: www.quakersdc.org/Finance_and_Stewardship.

Those interested in applying for this position should send a cover letter and responses to the questions on the next page with the names and contact information for three references to: Edwin Husted, Financial Coordinator at husted@me.com. **Applications will be accepted until the position is filled, but for assured consideration for the position applications should be received by November 19, 2018.**

FMW is an equal opportunity employer. Religious affiliation is irrelevant in the selection of the bookkeeper.

Questions to be addressed:

1. How many Bookkeepers are employed by your organization?
2. Submit resumes of the primary Bookkeeper and others who may work on the contract.
3. A copy of any Surety Bond and evidence that the Bond is currently in effect. The Bookkeeper should agree to notify FMW at once if there is any change in the terms of the Bond.
4. Hourly rates for the primary Bookkeeper and any others who may work on the contract and any other expected charged expenses.
5. Number of hours normally expected to work on the engagement. FMW recognizes that additional hours will probably be needed at the beginning of the engagement and during the annual audit.
6. A description of the contracting organization, or independent Bookkeeper, including identification of website (if any).
7. An explanation of how the Bookkeeper would perform the required duties including transition plans.
8. If any of the work will be done remotely, a description of the security systems that will be in place to avoid jeopardizing FMW financial data and systems.

Attachment to FMW Bookkeeper RFP

Bookkeeper Tasks

1. Prepare deposits and checks weekly, as needed;
2. Log into vendor websites to obtain and print copies of invoices as needed;
3. Print invoices provided online to ensure FMW's A/P files are complete and "audit ready";
4. Maintain working files of contracts and other payments to ensure payments are made timely and contract payments do not exceed contracted terms;
5. Using Sage MIP software, accurately record financial data into the General Ledger including cash receipts, accounts payable, cash disbursements, and payroll as provided to Bookkeeper by FMW staff and volunteers;
6. Ensure all financial transactions processed by Bookkeeper are properly documented, follow processes acceptable for GAAP accounting that adhere to FMW policy for approval and cash control;
7. Provide financial reports as requested;
8. Assist in the preparation of FY budgets;
9. Research accounting files to respond to queries from Committees, staff, and others;
10. Coordinate and provide financial information to facilitate the annual audit process;
11. Create and maintain PBC schedules needed for the annual review and audit including depreciation and accrual schedules;
12. Respond to questions from FMW's auditor and relevant parties representing FMW;
13. Reconcile all bank and investment accounts monthly or quarterly, as provided by financial institution;
14. Enter all contributions and space user payments into Breeze including auto and online donations;
15. Reconcile all online payments (EFT Corp) to FMW data bases (Breeze or event); reconcile any differences and record the deposits;
16. Maintain schedule for accurate sharing of credit card and ACH charges by revenue source;
17. Print monthly ACH invoice;
18. Liaise with Paychex or other payroll provider selected by F&S; prepare payroll using time records provided by FMW staff and service providers; use phone or online process to send payroll in to payroll processor;
19. Use payroll processor to track leave accruals and usage reported by staff;
20. Proof payroll journal to timesheets;
21. Enter and confirm with Paychex all new hires;
22. Prepare remittance information and pay employee thrift plan contributions;
23. Provide cash management control;
24. Maintain tickler file of auto donor and other changes requiring future action;
25. Communicate new donors, significant changes in donations, returned checks, "bounced credit cards", and other noteworthy revenue information to the appropriate person/people (e.g. Clerks of F&S and Simpson for Simpson gifts, Clerks of F&S and Capital Campaign for capital campaign gifts, etc.);
26. Maintain "issue awareness" for tax and other matters involving non-profits to help ensure compliance with federal and DC laws;
27. Complete the annual workers' compensation audit;
28. Provide payroll information for unemployment information requests;
29. Create & maintain systems and spreadsheets to enable the capture of information and streamline the accounting process (PR, Retirement, budget, auto donor, etc.);
30. Maintain and purge financial files according to FMW document retention;
31. Develop and continually update a list of specific instructions for use by another Bookkeeper to ensure continuity of operations should an emergency arise;
32. Bookkeeper reports to Financial Coordinator and Finance and Stewardship Committee.