



Request for Proposals: Bookkeeping Services

The Fraser Valley Conservancy is looking for a qualified bookkeeper to provide services for our established nonprofit organization. We are seeking a contractor to be a vital contributor to our mission of protecting natural habitat in the Fraser Valley for future generations. Efficient financial management is crucial for our continued success in our work.

We are committed to going paperless with our bookkeeping system and integration with our online platforms. We currently use Sage50 but are considering transitioning to Quickbooks to accomplish this change. We run an average annual budget of \$600,000, most of which are funds ear-marked for specific projects. All our bookkeeping must be tracked by project in addition to the organization financials. We report our financials to our board of directors on a quarterly basis.

We are looking for an experienced bookkeeper who has worked in the not-for-profit/charity sector, to guide us through this process and support our work long-term.

Scope of Work:

1. **Transition and streamline:** In conjunction with the Executive Director transition our bookkeeping to a fully online system. This includes EFT payments for payroll and vendors, as well as integrating our online financial platforms (Shopify, Canada Helps, Donor Perfect, Vancity) into our bookkeeping software. Provide on-going support, troubleshooting, and guidance.
2. **Payroll:** Process payroll (for five full-time staff plus seasonal staff) based on project-coded timesheets every two weeks. Timesheets are submitted on Tuesdays for payment by Friday. Complete monthly remittances to the CRA as well as ROE's as needed.
3. **Accounts payable:** Process invoices for payment bi-weekly (usually less than five), promptly and accurately. Project A/P will be coded and submitted by staff for payment. Most regular organizational invoices are set up for auto-payment via credit card. Reconcile and process credit card payments monthly.
4. **Accounts receivable:** Prepare fee-for-service invoices (approximately four to six) for services rendered quarterly. Ensure timely collection of receivables.





5. **Bank reconciliation:** Reconcile bank statements (for three bank accounts) monthly, identifying and resolving any discrepancies.

Required Qualifications:

1. **Demonstrated experience:** Minimum five years bookkeeping experience. Prior experience in the not-for-profit/charity sector is required.
2. **Proficiency in bookkeeping software:** Expertise in using Quickbooks and Sage accounting software. Experience supporting clients transition to paperless and fully integrated online bookkeeping systems is desired.
3. **Detail-oriented and organized:** Strong attention to detail and ability to manage multiple tasks with precision, ensuring accuracy and timeliness. Excellent communication, interpersonal skills, and ability to explain concepts in non-accounting terms.
4. **Independent contractor:** Set up to work remotely with the technology required to deliver the scope of work outlined above. The FVC will provide access to our bookkeeping software and other online platforms. On occasion the bookkeeper may be required to come into our office in Abbotsford. Compensation will be based on submitted invoices, net 30 days.

Submission Process

- Provide a summary (two pages maximum) of how you will deliver the work described above. This proposal must include a budget and timeline. Submit to Joanne (joanne@fraservalleyconservancy.ca) along with a copy of your CV and three references.
- Proposals will be reviewed upon submission. Submissions will be evaluated based on experience (50%), proposal (20%), and budget (30%).
- An in-person or online interview may be required.
- Feel free to call (604-625-0066) or email Joanne if you have any questions. The contract will be awarded as soon as a suitable contractor is found.

