



## Request for Proposal - Bookkeeper

**Date:** August 15, 2012  
**Deadline for Proposals:** September 15, 2012

**For additional information and questions, please contact:** Diane Dinsmore, Finance Committee Chair  
at [dinsdgr@aol.com](mailto:dinsdgr@aol.com) or 716-773-9184

**Please mail bid to:** Diane Dinsmore, 1022 Whitehaven Road, Grand Island, NY 14072

**Proposal submitted by:** \_\_\_\_\_

### **Background**

New York State Women Inc. (NYSWI) is a 501(c) 4 community service organization dedicated to improving the lives of working women. NYSWI currently has 606 members with annual dues collected during each month of the year.. The fiscal year is July 1<sup>st</sup> to June 30<sup>th</sup> of each year. NYSWI currently has two board meetings and a state conference per year. NYSWI is requesting bids to outsource bookkeeping services to assist the state treasurer. The financial records are currently maintained with QuickBooks. This is a newly created position that can be done through the use of Internet, fax and scans.

### **Term**

Contract shall be for one (1) year in duration and either party may terminate with 60 days notice. **NYSWI has the right to accept or reject any bid.**

### **Job Specifications**

1. Notification & collection of dues as determined by the NYS Women, Inc. Executive Committee.
2. Bills/invoices collected, approved & forwarded by Treasurer to bookkeeper for processing.
3. Bookkeeper prints checks and sends to Treasurer for her signature (within 7 days).
4. Monthly bank reconciliation completed by Treasurer and forwarded to Finance Chair.
5. Bookkeeper creates monthly balance sheet and income statement (including monthly budget comparison) to be emailed to Treasurer for approval, which is forwarded to Executive Committee (EC) and Finance Chair.
6. Prepare financial reports for board meetings/state conference; submit to Treasurer.
7. Bookkeeper reports to Treasurer.
8. Maintain 40 insurance invoice billings through QuickBooks.
9. Record activity for maintaining checking account & four savings accounts.

### **Qualifications**

1. Minimum two years responsible accounting or bookkeeping experience.
2. Be familiar with QuickBooks bookkeeping including use of accounts receivable.

**Please include your experience with non-profit organizations, resume and references.**