

**Amador Fire Safe Council – REQUEST FOR PROPOSAL
BOOKKEEPER**



**REQUEST FOR PROPOSAL
FOR CONTRACTED SERVICES TO THE AMADOR FIRE SAFE COUNCIL
BOOKKEEPER
April 2018**

RELEASE DATE: April 1st 2018

CLOSING DATE: Proposals must be submitted electronically – via email - to:

Amanda Watson, Amador Fire Safe Council
Email Address: amadorfiresafe@gmail.com

Position is open until filled.

POSITION TITLE: Bookkeeper

INTRODUCTION:

The Amador Fire Safe Council (AFSC) is a non-profit 501-(c)(3) organization located in Amador County, California. AFSC is governed by a board consisting of 5-15 community members. The mission of the AFSC is “to protect the people of Amador County and their property from the effects of catastrophic wildfire through education, cooperation, innovation, and action. The mission will be accomplished through interagency and neighborhood coordination, along with a strong public and private partnership focusing on public education, wildland fuel reduction, fire hazard reduction and risk reduction.”

The AFSC is a grant funded organization with an annual budget of ~\$400,000. The AFSC works with contractors to complete all work, and has no employees. The bookkeeper position will be an independent contractor of the AFSC.

SCOPE OF WORK:

- Work with the AFSC Board Treasurer and the AFSC Coordinator to keep the finances of the AFSC organized
- Process deposits into the AFSC bank account, and account for all funds received and distributed by the AFSC in a way that is clear to the AFSC and meets the auditing requirements of all grants received
- Reconcile AFSC bank account monthly statements with QuickBooks
- Execute checks to pay and process: bills, invoices, and request for reimbursement that are approved by the Board
- Organize and compile all expenditures by funding source and assist Coordinator in monthly, quarterly, and final grant reporting
- Assist Board Treasurer in compiling monthly financial report to the AFSC Board

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- Compile information and work with Board Treasurer/Auditor to complete audit requirements
- Complete and submit annual financial statements and non-profit financial reporting requirements
- Maintains historical records by filing documents.
- Work with tax preparer to submit necessary annual reports.
- Contributes to team effort by accomplishing related results as needed.
- Available for occasional in-person meetings in Amador County.

QUALIFICATION:

- Proven experience bookkeeping, preferably with non-profit organizations
- Experience with grant funded organizations
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Proficiency MS Office, MS Excel and QuickBooks
- High degree of accuracy and attention to detail

WAGE: \$35/hour. This is a contracted position with an estimated 10-15 hours/month, depending on reporting requirements; with an average of 10 hours/month.

PROPOSAL FORMAT: A qualifying proposal must address all of the following items:

1. Cover Sheet with the following contact information:
Name and Address, Associated Firm (if applicable), Phone Numbers (landline and cellular), and Email Address
2. State of Qualifications/Resume
3. References: The applicant shall provide a minimum of three (3) references from similar or related jobs, including an appropriate contact name, telephone number and email address (if available) and location and address of previous projects.
4. Statement of Adequate Insurance: The successful applicant must provide proof of current auto, errors and omission, and workman's compensation insurance.
 - a. Workers Compensation coverage: Contractor shall maintain workers' compensation insurance for all of its employees during the term of the contract.
 - b. Errors and Omissions Insurance of not less than one million dollars (\$1,000,000) combined single limit per occurrence One million dollars (\$1,000,000) aggregate.

CONTRACTORS PROPOSAL SUBMISSION:

Position is open until filled. Address any questions to Amanda Watson at (916) 612-5163 or amadorfiresafe@gmail.com.

CONTACT PERSON: Amador Fire Safe Council – Coordinator
Amanda Watson

(916) 612-5163 amadorfiresafe@gmail.com