



## Request for Proposal: Bookkeeping Services

Date of Issue	May 21, 2019
Close date	Stage 1: June 7, 2019 Stage 2: June 27, 2019
Contact	Jennifer DeBues, Director, Operations & Granting <a href="mailto:jennifer.debues@cfgp.ca">jennifer.debues@cfgp.ca</a> (705) 740-2347

The Community Foundation of Greater Peterborough is requesting proposals from bookkeeping firms and qualified individuals to perform bookkeeping services beginning in July 2019 with an annual contract agreement.

### About the Community Foundation

The Community Foundation brings people together to create meaningful and lasting change in the City and County of Peterborough. We work with donors and charitable organizations to invest in the people, ideas and activities that support community vitality. Building sustainable community assets through philanthropy, we take a long-term view of our community, and have the staying power needed to address complex issues.

We are a small charitable organization with a deep commitment to the Peterborough community, a bold vision for the future and an ambitious and innovative culture, currently celebrating our tenth anniversary. Since making our first grants in 2011, the Foundation has invested more than \$1.6 million in grants to more than 100 local charities, while building a sustainable and growing community asset of \$10 million. The Foundation has earned a reputation as a convenor and changemaker in Peterborough, and we're known as a leader and trendsetter within the national and international community foundation movement.

### Scope of bookkeeping services

Under the direction of the Director, Operations & Granting, the bookkeeper maintains all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial operation of the organization. Specifically, the bookkeeper:

- Keeps accurate financial records using standard accounting practices by making the appropriate entries in Community Suite, an integrated fund accounting and grant management software designed for community foundations
- Records purchase invoices and prepares payments for authorization
- Prepares bank deposits
- Reconciles monthly bank statements, and credit card accounts
- Provides month end reports and other statements as requested
- Provides appropriate financial records for year end audit
- Files and prepares HST returns

### Position Requirements

- Solid understanding of basic bookkeeping and accounting principles
- Proven bookkeeping experience working with charities and/or non-profits
- Proven ability to calculate, post and manage accounting figures and financial records
- High degree of accuracy and attention to detail
- Excellent problem solving skills
- Experience with spreadsheets and proprietary software
- Ability to quickly learn new software as needed to perform the job
- Proficiency in English
- Ability to work in the Community Foundation office, as required

### Personal

- Excited about software systems
- Ability to work well with a small team and collaborate on work in an integrated system
- Ability to explain financial concepts
- Ability to work independently, show initiative and meet deadlines
- Discretion and an understanding of confidentiality issues
- Honesty and reliability

### Service Contract

The initial contract for bookkeeping services will be for a period from July 2019 to July 2020.

### How to Apply

- Send an email to [jennifer.debues@cfgp.ca](mailto:jennifer.debues@cfgp.ca) with a **one-page letter** expressing your interest in the position and your previous experience with charities or non-profits. Do not include any additional information at this time.
- Please submit by 5 pm on **Friday, June 7, 2019**.
- Short-listed applicants will be invited to attend an information session the morning of **Tuesday, June 18th**.
- At that session, guidelines will be made available to those wishing to make a proposal.
- Proposals are due at 5 pm on **Thursday, June 27th**.

Thank you for your interest. We look forward to hearing from you.