



RFP for Bookkeeping Services – Dignity Network Canada

Location: Toronto, ON

Proposal Deadline: August 31, 2020 - 4:30 PM

About Dignity Network Canada (DNC)

DNC is a national membership association of Canadian civil society organizations dedicated to the advancement of global human rights for people regardless of sexual orientation, gender identity & expression and sex characteristics.

While active as a network since 2015, DNC is a newly incorporated nonprofit organization. We incorporated on January 24, 2020. Our annual budget, at present, is less than \$250,000.

Position Overview & Scope of Bookkeeping Services:

Dignity Network Canada is looking for an experienced Bookkeeper for a contract of One (1) Year with the possibility of renewal, to assist in managing our day-to-day accounting and finance requirements. Self-motivation, confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

Under the direction of the Executive Director, with oversight from the Treasurer and the Finance Committee, the bookkeeper will perform the following duties:

- Balance and maintain accurate ledgers
- Process accounts payable and accounts receivable
- Keep track of all cash receipts and expenditures.
- Pay vendor invoices and track bank account balances; conduct monthly reconciliation.
- Prepare trial balance, perform month-end closing and report financial results on a regular basis to management
- Develop and present monthly financial statements, including cash flow, profit and loss statements, balance sheets and budget variance reports.
- Prepare quarterly and monthly tax returns, along with payroll and any government remittances.
- Prepare financial documents for year-end closing and annual audit/review.
- Any financial related duties as directed.

Qualifications:

- College Diploma or Degree in Accounting or related field.

- At least two years of post-qualification experience working in accounts payable and receivable, general ledger, payroll and payroll reports
- Formal accountancy accreditations an asset.
- Proven ability to handle a full set of books independently.
- Experience working with charitable/non-profit organizations and fund-based accounting.
- Strong knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping and computer operation
- Proficiency in Microsoft Office, Excel and QuickBooks
- Experience in services related to payroll such as writing checks and submitting payroll taxes
- Strong understanding of business and income tax worksheets and computations
- Bilingualism in English and French is an asset

Term of Bookkeeping Services

The contract for Bookkeeping Services – based upon DNC Board approval – will be for a period of one year from September 31, 2020 through September 31, 2021, inclusive. During the final three months of the first contract, both DNC and the Bookkeeper will have the option to negotiate a proposal for the renewal of continued Bookkeeping Services for a second contract term.

Proposal Content

The proposal submitted should describe clearly the understanding of the work to be done based on this RFP, and the following content must be included in the proposal:

In your proposal, please:

- Provide a CV or resume of the professional who proposes to direct the overall Bookkeeping Service activity. This should include information about the individual's educational background from a recognized institute and/or relevant experience commensurate to this position.
- Upon selection, proposers must be able to provide, as references, three current and/or past clients noting the length of time the proposer has worked with each client and a short summary of services provided in each case. Please also provide email and telephone contact information for each client.

Estimated Fees

- Proposers are asked to submit a quote for the estimated fees in providing Bookkeeping Services for the period September 31, 2020 through September 31, 2021, inclusive. The expected commitment will be between 10 -12 hours* per month.
- Hours are to be approved by the Executive Director monthly
- * Task and project prioritization will be determined with input from DNC. In the event there are not enough administrative tasks to utilize hours, those hours will be used on designated improvement projects or future priorities. It is not the intention to bill for time not utilized.

Administrative Component

- Explain the approaches to performing the Bookkeeping Services required by Dignity Network Canada
- List expenditures that will be absorbed by the Bookkeeper, e.g. postage, printing, etc.

- List expenditures that will be additional charges to Dignity Network Canada
- Indicate proposed billing rate for expanded services if the need should arise.

Conditions for Submission of a Proposal

- Proposals must address each of the Bookkeeping Service requirements as stated in this RFP.
- The proposer shall furnish such additional information that Dignity Network Canada may reasonably require and request
- Dignity Network Canada may ask proposers/bookkeeper for a virtual interview prior to the approving the proposal.

Inclusion and Diversity

Dignity Network Canada is committed to fostering a culture of inclusion as well as equity and diversity in its hiring practices. DNC invites and strongly encourages applications from all qualified individuals and organizations, including from historically marginalized and/or underserved/underrepresented communities. This also includes but is not limited to those who identify as lesbian, gay, bisexual, transgender, intersex, Two-Spirit and Indigenous, people of colour, and people living with a disability.

Application Process

Please note that only applications with cover letters will be considered. We will be reviewing applications until the position is filled, and scheduling interviews in early September.

- Submission Deadline: August 31, 2020 4:30 PM EDT to be emailed to info@dignityinitiative.ca Attn: Finance Committee
If you have questions about the proposal, the organization, or any matter pertaining to this RFP, please submit your questions via email to: info@dignityinitiative.ca. Any Questions must be submitted by August 25, 2020, 4:30 PM EDT to ensure a prompt response in advance of the submission deadline.

Contract length: 12 months

Part-time hours: 10-12 hours / month

Application deadline: 2020-08-31

Job Types: Part-time, Contract

Salary: Range: \$19.00-\$28.00 per hour

Schedule:

- Flexible Hours

Experience:

- Bookkeeping: 2 years (Preferred)
- QuickBooks: 2 years (Preferred)

Work remotely:

- Yes