

Request for Proposals

BOOKKEEPING, ACCOUNTING, AND FINANCIAL MANAGEMENT

Generation West Virginia is a statewide nonprofit organization with an annual budget of about \$1 million, with a revenue mix of restricted and unrestricted grants, federal government funding, foundation and individual contributions, and sponsorships. The organization is in need of administrative support to oversee bookkeeping and accounting tasks in support of the mission and leadership.

Generation West Virginia is seeking a contracted professional to execute all financial tracking and reporting for the organization. This includes accounting, budgeting, financial reporting including federal grants, and cash flow activities. The right firm/individual will have experience overseeing operations, including bookkeeping, accrual accounting, and financial management for nonprofit organizations. The contracted professional must demonstrate a strong work ethic, familiarity with remote work and management, and have the ability to set deadlines and hold staff accountable to those deadlines with consistent follow-through and extreme attention to detail. Generation West Virginia has budgeted \$20,000 annually for these services.

Roles and Responsibilities

Successful applications for this role must demonstrate the ability to:

- Perform all accounting activities (process invoices, code expenses and deposits, enter activities into Quickbooks, and pay expenses within two weeks or less).
- Process payroll that accurately reflects salary allocations every other week, including related payroll taxes and forms.
- Work on a weekly basis with the Executive Director and/or Operations Director to ensure that the organization maintains the highest standards of practice related to accounting and budgeting, with the goal to increase efficiency and reduce costs.
- Track and manage grant funds, including private, state and federal funds. This includes developing financial statements, completing required reporting forms, and keeping detailed track of all direct and match grant expenses. Advise on restricted funding and produce monthly spend-down reports.
- Establish budget forecasts and cash-flow projections for the organization, and ensure that cash-flow needs are met on a monthly basis.
- Prepare and reconcile monthly and quarterly financial statements including reviewing all accounting transactions and preparing finance committee materials including the Income Statement, Balance Sheet, Cash Flow, and Temporarily Restricted Net Assets for the finance committee.
- Manage short-term and long-term investments when applicable, ensuring that cash and investment management activities comply with all federal and state requirements for nonprofit funds, and comply with individual grant restrictions on fund management.
- Update financial policies and practices to achieve highest standards of practice and efficiency for organization, with the organization's remote nature in mind.

- Work with the contractual audit firm to complete the annual audit and ensure all receivables are reflected accurately.
- Prep and compile materials for 990 in a timely manner.

Preferences will be given to candidates who also:

- Make recommendations about best usage of Chart of Accounts, Classes, Projects, and Policies/Procedures, in addition to a salary allocation methodology, including time tracking, for adoption.
- Work with staff to keep the calendar on track for fund management and reporting, and to develop and recommend more streamlined and coordinated services across the organization for consistent management of more than 15 grant sources.
- Review of all accounting transactions including recording fixed assets/depreciation and amortization, grant contingencies and revenue recognition, discounting of future receivables, clearing accounts, and in-kind transactions.

Professional Requirements

- Demonstrated experience in nonprofit accounting.
- Technical expertise in Quickbooks Online functionality including income and expense recognition, payroll, class functionality, reporting, and monthly reconciliation.
- Demonstrated experience working with and managing a variety of grant funds, with sizes up to \$500k.
- Previous client work of similar nature with similar budgets.
- Well-organized and capable of functioning effectively and securely in an independent environment with remote and small teams.
- Experience working with grants management software for federal grants, including multi-year grants with specific match and in-kind requirements.
- Support the organization's transition from Quickbooks Desktop to Quickbooks Online.

Proposal Request

Please submit a detailed proposal by Wednesday, December 1 to Alex Weld, Executive Director, at alex@generationwv.org with the following elements included. Only written proposals submitted by email will be accepted. Submission emails must include the subject line "Accounting RFP Proposal."

- Overview of firm qualifications with specific team member qualifications, including the specific point person who will manage the account.
- Overview of tasks and time projections per month, including total budget for work.
- Examples of 3 previous client projects/testimonies with contact information.
- The time/resources required of the Generation WV staff monthly.