



HERITAGE LONDON
FOUNDATION

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heritagelondonfoundation.ca

Request for Proposals

Bookkeeping and Accounting Services

Introduction

Heritage London Foundation is seeking an experienced Bookkeeper to provide financial services and support to the organization starting mid-March 2020. The ideal candidate will have experience in, and an understanding of, the not for profit sector and Canada Revenue Agency regulations for registered charities.

Organizational Background

Heritage London Foundation (HLF) is an innovative charitable organization founded in 1981 that advocates for the preservation of significant heritage properties. Created when the wrecker's ball was rapidly destroying many of London's architectural treasures, Heritage London Foundation now provides viable contemporary uses for two beautiful houses, the Elsie Perrin Williams Estate and Grosvenor Lodge. For more information, please visit heritagelondonfoundation.ca

Scope of Service

The successful candidate will provide bookkeeping and accounting services, while working closely with HLF to ensure accurate filing systems are in place by all parties.

The scope of the position includes, but is not limited to, the following services:

- Enter transactions into accounting system;
- Assign items to appropriate accounts – assign all transactions to appropriate revenue and expense accounts;
- Bank statement reconciliation;
- Financial statements – prepare monthly financial statements to be reviewed regularly with the Board of Directors;
- Year-end reports – provide year end reports to be reviewed with the Board of Directors;
- Accounts receivable and payable – prepare cheques for signatures;
- Payroll – manage and prepare payroll cheques and records;
- Provide financial details and support for annual financial review with external accounting firm; and
- Other financial duties as deemed necessary.

Position Requirements

A covering letter and proposal should be provided clearly stating an understanding of the services required. The following requirements would be seen as assets by HLF:

- Proven bookkeeping experience;

- Solid understanding of basic bookkeeping and accounting payable/receivable principles;
- Proven ability to calculate, post and manage accounting figures and financial records;
- Data entry skills;
- Hands-on experience with spreadsheets and proprietary software (Quickbooks);
- Proficiency in English and in MS Office, including Excel;
- High level of customer service;
- Previous experience working with charities and/or non-profits;
- Ability to work in the HLF office, when necessary/required; and
- High degree of accuracy and attention to detail.

How to Apply

A cover letter and proposal should be provided clearly stating an understanding of the services required and must include the following content:

A. Qualification Component

Please include a resume or list of prior clients, services performed and how the requirements of HLF align with the vendor knowledge skills and experiences.

The proposer must demonstrate the capability to perform the above-stated scope of service in accordance with generally accepted accounting principles. It is strongly preferred that the proposer have non-profit experience. Academic credentials or certificates are also required with submission.

Please provide, as references, three current and/or past clients, the length of time the proposer has worked with each client and a short summary of services provided in each case, as well as contact information for each client.

B. Estimated Fees

Please quote an **hourly** fee for services based on the requirements HLF. The estimated time commitment for this role would be 3 hours per week or 7 hours bi-weekly. Since payroll is bi-weekly, the proposer will be expected to at minimum perform the duties bi-weekly.

C. Procedures for Submission of Proposal

Proposals to the RFP should be emailed to Mavis Lau, Operations Coordinator, Heritage London Foundation no later than 4pm on Friday, March 6, 2020. Email: mavis@heritagelondonfoundation.ca.

A shortlist of proposers will be contacted for in-person interviews within one week of closing date.

If you have questions about the proposal, the organization, or any matter contained within this RFP, please submit your questions via email to mavis@heritagelondonfoundation.ca.