

## REQUEST FOR PROPOSAL

### Bookkeeping and Accounting Services

#### Introduction

The UpTown Waterloo Business Improvement Area (BIA) is seeking an experienced bookkeeper to provide financial services expertise and support to the Board of Management Office. The ideal candidate will have experience in, and an understanding of, the non-profit sector. The position will be reviewed after every four year cycle, with no guarantee of renewal.

#### Organization Background

Formed in 1972, the UpTown Waterloo Business Improvement Area (BIA) is a committee of the City of Waterloo's Council responsible for the organization, physical improvement and economic development of the UpTown business area. As an independent, non-profit organization, we are led by a volunteer Board of Directors comprised of business and property owners, persons voted in by rate-paying member(s) and member(s) of Waterloo Council. For more details visit <https://uptownwaterloobia.com>

#### Scope of Services

The successful candidate will provide bookkeeping and accounting services, while working closely with the BIA office 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 Executive Director;
- Year-end reports – provide year end reports to be reviewed with the Executive Director;
- Accounts receivable and payable – prepare cheques for signatures;
- Payroll – manage and prepare payroll cheques and records;
- Provide financial details and support for annual audits; 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 the BIA:

- 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;
- Proficiency in English and in MS Office, including Excel;
- High level of customer service;
- Previous experience working with BIAs, charities and/or non-profits;
- Ability to work in the BIA office, when necessary/required; and
- High degree of accuracy and attention to detail.

#### How to Apply

Proposals should be emailed to the UpTown Waterloo BIA no later than 4pm on Friday, November 23, 2018. Email: [tracy.vankalsbeek@waterloo.ca](mailto:tracy.vankalsbeek@waterloo.ca)