



**OPEN BUFFALO**



## **Request for Proposals (RFP)**

### **Bookkeeping Services**

**Issued  
November 7, 2024**

**Proposal Deadline  
November 15, 2024**

# Bookkeeping Services

## Background

Open Buffalo, Inc. is a 501c3 nonprofit organization established in 2014 that is poised for growth in the coming years. The 2024 operating budget is \$1.8 million, derived from government contracts, foundations, and fee for service. The organization has a full-time staff of nine.

At the present time, the organization is seeking professional bookkeeping services as a result of the retirement of its long-time bookkeeper. In addition to organizational bookkeeping for the non-profit, bookkeeping for its newly established Ecology Campus LLC will be necessary.

## Mission

Our mission is to advance racial, economic, and ecological justice. We do so through skill building, network connecting, and activating leadership opportunities. Our goal is for all communities in Western New York to thrive free from discrimination and poverty.

## Vision

People directly experiencing systemic challenges and inequities that we aim to address will always have a voice in identifying the problems and developing the solutions. An empowered democratic society is key to a joyful, culturally rich community and sustainable planet.

## What we do

At Open Buffalo, we believe our role is to create an empowered democratic society by training individuals in how to identify problems and create solutions in public policy and public systems. We accomplish this through two categories of programming: Leadership Development and Advocacy & Organizing.

Open Buffalo's core programs include Emerging Leaders, Youth Action, Race Power & Privilege training, and eco-justice initiatives. Additional information can be found at [www.openbuffalo.org](http://www.openbuffalo.org)



# Opportunity

We are seeking a contracted bookkeeper to support the Administration & Finance Department of the organization. The selected individual or firm will work closely with Open Buffalo's Director of Administration and leadership team to maintain accurate, compliant, and report-ready financial records.

## Bookkeeping Services Goals

### Weekly:

- Record accounts payable transactions including, but not limited to, vendor bills and payments
- Record bank deposits, online donations, and other accounts receivable transactions as required

### Monthly:

- Prepare monthly closing entries (GL, Officers insurances, and prepaid transactions)
- Review transactions and allocations by all funding, by class funding, identify issues and resolve
- Reconcile monthly bank statement
- Reconcile credit cards statement monthly
- Run QuickBooks P&L report and map info to OB Monthly Financial Report for Board of Directors
- Run Cash Flow Statement and review balances and ensure reconciled with Monthly Financial Report
- Prepare internal supplemental income report

### Quarterly / Yearly / Grant Close-outs - In collaboration with Director of Administration

- Review grant awards and monitor remaining balances
- Allocate salaries, fringe, direct and indirect expenses to grants as per grant budget
- Review grant budgets and create required sponsor financial interim and close-out reports generated from QuickBooks
- Ensure that all grant allocations agree with financial reports, vouchers submitted to grant sponsors
- Prepare accrued payroll journals in year where required for grant reports
- Prepare annual accrued payroll journal
- Review prepaid account and reconcile as necessary
- Update employee reimbursement mileage rate per IRS approved rate
- Review all consultant/vendor data info, map QuickBooks accounts as needed, and prepare Form 1099s
- Issue 1099s and mail and prepare IRS Form 1096 mail filing to government
- Ensure that all grant proposals, grant budgets, grant contracts, grant awards, grant extensions, and other required documents are properly filed for ease of access and auditing purposes.

### AUDIT AND YEAR END PREPARATIONS

- Ensure QuickBooks is complete, and all relevant financial matters are resolved and adjusted
- Review grants and make preliminary annual closing journal entries
- Prepare all Schedules required by auditors
- Upload all document required to audit firm's portal
- Respond to auditor requests

### Ad hoc

- Commitment to bi-weekly check-in meeting with Director of Administration

# Submission Requirements

Submissions should speak to the individual or firm's organizational capacity to meet the needs outlined in the opportunity description.

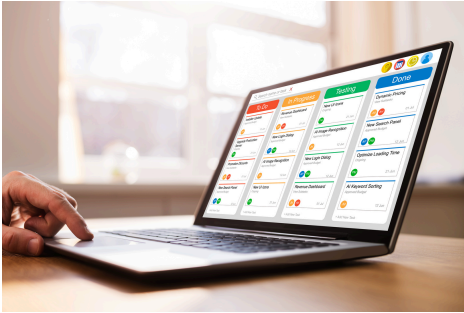
Proposal in PDF format with special focus on experience, client communications, fee schedule/terms as outlined below.

In addition:

- Summary of qualifications including experience working with nonprofit organizations
- Resume (principal and associated team members)
- Abstracts of two successful clients of similar size (150 words each)
- References for three clients (within last five years)

## Selection Schedule

- Publication of Request for Proposals - Thursday, November 7, 2024
- Open Inquiries - Thursday, November 7th through Thursday, November 14th
- Response submission deadline - Friday, November 15th, 5 p.m.
- Preliminary review - November 18th and 19th
- Selection of finalists - November 19th
- In-person meetings at Open Buffalo - November 22nd
- Final selection - November 25th
- Contract and execution - Week of November 25th
- Term - Monday, December 2, 2024 through March 31, 2026



## Contact for Open Inquiries & Submissions

Todd Geise  
Director of Administration  
todd@openbuffalo.org  
716.913.1911 (mobile)

## Submissions

All submissions must be received by email no later than 5 p.m. (EDT) on Friday, November 15, 2024



## Equal Opportunity

Open Buffalo values diversity and inclusion throughout our city and within our organization. People of color, women, LGBTQ+ individuals, people with disabilities, and formerly incarcerated people are encouraged to respond.

## Qualifications

- Minimum of five years bookkeeping experience
- Minimum of an Associate's Degree in business, accounting, or related field
- Knowledge of accounting and QuickBooks bookkeeping software
- Experience in working with CPA auditing firms, auditing practices, and filing procedures
- Knowledge of capital campaigns and capital projects
- Knowledge of Microsoft Excel and other Microsoft Office platforms
- Precision, accuracy, efficiency, and attention to detail
- Well-practiced communication and organizational skills

## Budget & Term

Proposals should include an hourly rate and estimated number of hours for weekly, monthly, quarterly, and annual close and audit schedules.

All submissions should include a proposed invoicing schedule.



Thank you!

Open Buffalo, Inc.  
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[www.openbuffalo.org](http://www.openbuffalo.org)