

RFP Overview

This RFP process serves to solicit proposals from experienced Bookkeepers to support the Women in Business Association Strathcona County with all its Bookkeeping requirements.

Scope of Work

WIBA is a young, non-profit organization working within a fiscal year of November 1 – October 31 annually and a current annual operating budget of less than \$50,000.

We are seeking proposals that:

- 1) Demonstrate expertise in compliance with Canadian standards
- 2) Familiarity with the financial reporting requirements specific to non-profits
- 3) Proficiency with QuickBooks and ability to advise the Board on best practices
- 4) Adaptability to support our work as we grow

Expected work for 2025/2026:

- Maintenance and reconciliation of the general ledger
- Creating and sending invoices
- Monitoring accounts payable and receivable processes
- Oversight and review of bank and credit card reconciliations
- Assistance with budget preparation and ongoing monitoring
- Development of financial reports for the Board
- Tracking and reporting on funds
- Other Guidance as required

How to Submit

- Proposals should be submitted electronically to: info@wibasc.ca
- **Kindly submit proposals by: April 15, 2025**
- Subject Line to read: BOOKKEEPER PROPOSAL - your business name

Please attach a PDF of your proposal including:

- 1) Business Name
- 2) Experience
- 3) Proposed Costs

WIBA values every submission, and each will be carefully considered.