Request for Proposals (RFP)

Bookkeeping Services

Issuing Organization: Bethel Volunteer Fire Department
Issue Date: November 6, 2026
Proposal Submission Deadline: December 4, 2026
Primary Contact: President / Treasurer
Submission Email: bookkeeperproposals@bvfdinc.com

1. Organization & Background

The Bethel Volunteer Fire Department (BVFD) is a non-profit emergency services organization dedicated to providing fire protection, rescue, and emergency medical services to the Bethel, Connecticut community.

BVFD is seeking proposals from qualified individual bookkeepers or accounting firms to provide part-time professional bookkeeping services. The selected contractor/individual will ensure precise financial record-keeping, smooth daily accounting operations, and compliance with local, state, and federal reporting requirements.

2. Scope of Services

The selected bookkeeper or firm will work directly with the BVFD President and Treasurer. The role is estimated at **8–16 hours per week**, with the understanding that the scope and responsibilities may evolve as department requirements develop over time.

Core Responsibilities

A. Accounts Payable & Receivable

- Process vendor invoices, member reimbursements, and payment requests accurately and promptly.
- Prepare vendor checks and electronic payments for Treasurer authorization.
- Track incoming funds using **QuickBooks Online**.
- Issue receipts and formal thank-you acknowledgments for tax-deductible community donations.

B. General Ledger & Reconciliations

- Maintain and balance the general ledger in QuickBooks Online.
- Perform monthly bank and credit card reconciliations for all department accounts.
- Maintain clear accounting separation between restricted funds, grants, and general operating funds.

C. Reporting & Financial Compliance

- Generate monthly financial reporting packages for Board of Directors and general membership meetings.

- Assist the Treasurer in preparing complete audit trails and document packages for Trustee financial reviews.
- Manage annual tax-related compliance tasks, including issuing Form 1099s to external contractors.
- Coordinate with the department's external CPA for annual Form 990 filings and reporting.

D. Payroll & Administrative Records

- Process bi-weekly/monthly payroll for paid staff.
- Assist in maintaining financial aspects of member records, vendor contracts, and municipal/grant documentation.

3. Desired Qualifications & Experience

Required:

- **Experience:** Minimum of 2–3 years of hands-on bookkeeping, accounting, or administrative finance experience.
- **Software:** Demonstrated proficiency with **QuickBooks Online** and cloud collaboration tools (Microsoft Office / Google Workspace).
- Strong communication skills and meticulous attention to detail.

Preferred:

- Experience working with non-profit entities, 501(c)(4) organizations, or emergency service/volunteer fire departments.
- Familiarity with non-profit fund accounting principles and municipal/state grant tracking.
- Formal educational background in accounting, finance, or business administration.

4. Proposal Submission Requirements

Interested individuals or firms should submit a response containing the following information:

1. **Cover Letter / Summary:** A brief introduction outlining your interest, background, and availability.
2. **Resume or Firm Profile:** Detailed experience highlighting relevant work history, qualifications, and software expertise.
3. **Fee Proposal & Pricing Structure:**
    - **For Individuals:** Proposed hourly rate.
    - **For Firms:** Monthly retainer fee or hourly billing rate schedule, including any administrative or software licensing fees.
4. **References:** Names and contact information for at least two (2) professional references.
5. **Availability:** Earliest potential start date and typical weekly schedule availability.

5. Timeline & Selection Process

Milestone	Target Date
RFP Issuance	November 6, 2026
Proposal Submission Deadline	December 4, 2026 (5:00 PM EST)
Proposal Review & Interviews	Early/Mid December 2026
Anticipated Start Date	Mid-December 2026 / January 2027

6. How to Submit

Please send all completed proposals and supporting documents electronically with the subject line **"BVFD Bookkeeper Proposal - [Your Name / Firm Name]"** to:

Email: bookkeeperproposals@bvfdinc.com

Questions regarding this RFP may be directed to the email address above prior to the deadline