



**Tri-County Cradle to Career Collaborative  
Request of Proposal  
Contract Bookkeeper  
Proposal Deadline: June 4, 2021 by 5 PM**

**OVERVIEW**

Tri-County Cradle to Career Collaborative (TCCC) is a community movement in Berkeley, Charleston and Dorchester counties, SC, committed to building collective power to transform education by changing systems that allow Black and brown children to achieve their goals.

Using data and focused community collaboration across a continuum from “cradle-to-career,” TCCC works to build and implement strategies that will facilitate widespread systemic change, with the ultimate goal of increased student success and economic prosperity for all.

Families, students, educators, administrators, nonprofits, businesses, school districts, colleges, churches, and other civic and philanthropic groups and service providers have joined as partners in this movement, and others are encouraged to get involved.

**PURPOSE**

Tri-County Cradle to Career Collaborative is currently accepting proposals for a contract bookkeeper. Position is approximately 15-25 hours per month, variable, and likely will increase over time.

Bidders must follow exactly, and be responsive to, all requirements of this RFP. It is the bidder’s responsibility to provide all specified materials in the required form and format. Responses that are not in the required form and format will not be considered.



## **REQUIREMENTS**

The Bookkeeper will have the responsibility for assisting the Executive Director for the budgeting, financial accounting, reporting, planning, analysis, taxes, maintenance of internal controls, and delivery of a full range of financial services as well as providing sound financial guidance and counsel to TCCC.

This position will be on a contract basis and will report to the Office and Administration Manager. The Bookkeeper will Maintain our QuickBooks Computing Systems, and be responsible for payroll activities, accounts payable, accounts receivable, business expense reimbursement, general ledger, monthly reporting, audit supervision, and other regulatory activities. The Bookkeeper will complete the deliverables of the centralized accounting functions to ensure all work is successfully completed to meet the needs and requirements of TCCC.

The Bookkeeper will ensure all administrative processes operate smoothly, required general ledger duties are performed, accurate monthly management reports are prepared, the proper recording of all company tangible and intangible assets are maintained and issues that may weaken the company's financial controls are highlighted and addressed.

See attached job description for full details.

- BA/BS in finance, Accounting, a closely related field
- 5 plus years' experience with nonprofit accounting – cash and accrual
- Experience with restricted and unrestricted grants and private, corporate and government donations
- Demonstrated ability to prepare organization for annual audit and work directly with auditors if/when needed, including 990 preparation
- Flexibility and willingness to respond quickly and in real-time to questions or issues that arise
- Prepare monthly financial statements in a timely manner



- Assist with payroll and subsequent issues, retirement fund, insurance (when needed)
- Participate in annual budgeting processes
- Review annual budget(s) for accuracy
- When needed, assist with completion of funding opportunities (PPP, etc.)

## **PROPOSALS**

All proposals must include either hourly rate or per month charge. Please note that some months the work is more extensive (audit, etc) than others. If submitting a monthly fee, please break costs down as much as possible and specify anything that may cause additions to this cost.

## **RACIAL AND ETHNIC EQUITY VENDOR COMMITMENT**

Tri-County Cradle to Career Collaborative embraces racial equity, diversity, and inclusion in our internal and external work. We recognize the importance of having a diverse vendor base that reflects the communities we serve. Please help us by completing the survey on the last page of this document and return with your proposal.

## **PROPOSAL INSTRUCTIONS AND GUIDELINES**

This RFP showcases the requirements for an open and competitive process. Proposals will be accepted until 5:00 p.m. ET on June 4, 2021. Any proposal received after this date and time will be returned to the sender.

Any bidder's need to outsource or subcontract work to meet the requirements contained herein must be clearly stated in their proposal. Additionally, all costs included in the proposal must be all-inclusive, that is, covering any outsourced or subcontracted work.

Any proposal that calls for outsourcing or subcontracting work must include the names and descriptions of the organizations being subcontracted.

For monthly charge proposals, all costs must be itemized to include an explanation of fees and costs.



Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be reviewed by TCCC and will include scope, budget, schedule, and other necessary items pertaining to the contract.

### **VENDOR QUALIFICATIONS**

Bidders must provide the following items as part of their proposal for consideration:

- A brief history and description of business, including experience aligned to work outlined in this RFP and company values
- List of contractual vendors you may use for this project
- Testimonials from at least one (2) current or past clients on similar work
- Three (3) professional references
- Anticipated resources they will assign to this project (total number, role, title, experience, and related certifications)
- Cost
- Equity vendor survey, included below

### **QUESTIONS**

Individual questions regarding this RFP will be responded to only as follows:

Questions regarding requirements and scope of work will be accepted up to 5:00pm EST Wednesday, June 2<sup>nd</sup>, via phone or e-mail only. Please call Mary Butz at 843-276-2067 or e-mail [mary@tricountycradletocareer.org](mailto:mary@tricountycradletocareer.org).

### **AWARD**

TCCC reserves the right to alter the timing of the start of any work described above, to not proceed with some or all of the work, and to contract with more than one vendor for services described within this RFP. TCCC reserves the right not to award a contract for this RFP and will not reimburse the cost incurred by bidders who respond to this notice.



#### **ANTICIPATED SELECTION SCHEDULE**

- RFP Distributed – May 20, 2021
- Question & Answer Period - May 20 through June 2, 2021
- Proposal Due Date – June 4, 2021 by 5 PM EST
- Interviews – June 14-23, 2021
- Contractor Selection – June 25, 2021
- Commencement of Contract – July 1, 2021

**Protocols for Preparing and Delivering Responses to this RFP** Responses to this RFP must be delivered to TCCC by 5:00pm EST on June 4, 2021. Responses submitted after 5:00 pm EST will not be accepted. Responses must be submitted electronically via email to: [mary@tricountycradletocareer.org](mailto:mary@tricountycradletocareer.org) with “RFP Submission for Contract - Bookkeeper” in the subject line. Submissions should consist of one (1) PDF document containing all the requested information in the same order as the Response Requirements listed above.



**RACIAL EQUITY, DIVERSITY AND INCLUSION SURVEY  
FOR TRI-COUNTY CRADLE TO CAREER COLLABORATIVE VENDORS**

**Business Name:**

**Business Address:**

**Website:**

**Primary Phone #:**

Tri-County Cradle to Career Collaborative embraces racial equity, diversity, and inclusion in our internal and external work. We recognize the importance of having a diverse vendor base that reflects the communities we serve. Please help us by answering these questions below regarding your business entity and return to your contact at TCCC.

**Please place a checkmark by all that apply:**

**Minority Owned**

**Minority Owned - Certified**

If yes, please provide registration number and certifying agency name

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**Women Owned**

**Women Owned - Certified**

If yes, please provide registration number and certifying agency name

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**Community Owned (Local Business)**

**LGBTQ Owned**

**Organization or company owned by person with disability**

Please provide any other information you think is relevant to show your organization's commitment to racial equity, diversity, and inclusion.

**Job Title:** Contract Bookkeeper



Skills: Non-Profit Accounting Experience  
Location: North Charleston, SC  
Address: 1691 Turnbull Avenue, Suite 202  
Tax term: 15-25 hours/month - Variable  
Pay rate: Based on experience.  
Length: Contract – Long Term  
Travel required: Less than 5%  
Telecommute: Yes

**About Tri-County Cradle to Career Collaborative (TCCC)**

TCCC is committed to building collective power to transform education y changing systems that allow Black and brown children to achieve their goals. We are a partnership that includes school districts, city, county, and over 45 community organizations. We are organized as tax Exempt 501(C)(3).

**Job Description**

**Bookkeeper - Job Duties and Responsibilities:**

The Bookkeeper will have the responsibility for assisting the Executive Director for the budgeting, financial accounting, reporting, planning, analysis, taxes, maintenance of internal controls, and delivery of a full range of financial services as well as providing sound financial guidance and counsel to TCCC.

This position will be on a contract basis and will report to the Office and Administration Manager. The Bookkeeper will Maintain our QuickBooks Computing Systems, and be responsible for payroll activities, accounts payable, accounts receivable, business expense re-imbursement, general ledger, monthly reporting, audit supervision, and other regulatory activities. The Bookkeeper will complete the deliverables of the centralized accounting functions to ensure all work is successfully completed to meet the needs and requirements of TCCC.

The Bookkeeper will ensure all administrative processes operate smoothly, required general ledger duties are performed, accurate monthly management reports are prepared, the proper recording of all company tangible and intangible assets are maintained and issues that may weaken the company's financial controls are highlighted and addressed.

**Requirements:**

- BA/BS in finance, Accounting, a closely related field
- 5 plus years' experience with nonprofit accounting – cash and accrual
- Experience with restricted and unrestricted grants and private, corporate and government donations
- Demonstrated ability to prepare organization for annual audit and work directly with auditors if/when needed, including 990 preparation
- Flexibility and willingness to respond quickly and in real-time to questions or issues that arise
- Prepare monthly financial statements in a timely manner
- Assist with payroll and subsequent issues, retirement fund, insurance (when needed)
- Participate in annual budgeting processes
- Review annual budget(s) for accuracy
- When needed, assist with completion of funding opportunities (PPP, etc.)

TCCC is seeking a dynamic individual who is flexible, independent, and can successfully navigate multiple competing demands.

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| <b>Task</b>                    | <b>TCCC Staff</b>  | <b>Outside Bookkeeper</b>  |
|--------------------------------|--|--|
| <b>Deposits</b>                | Submits deposit documentation on a weekly basis; files deposit slips for document retention purposes; send thank you letters | Enters deposit information into accounting system  |
| <b>Paying Bills</b>            | Submits disbursement documentation on bi-monthly basis; facilitates signature and mailing of checks; files paperwork         | Enters authorized invoices into accounting system; prepares checks   |
| <b>Payroll</b>                 | Approves timesheets & submits payroll in online payroll system   | Enters each payroll check into accounting system, recording each employee's time by Class and allocating restricted funds as needed  |
| <b>Monthly Bank Statements</b> | Reviews bank statements monthly  | Reviews bank statements monthly, reconciling to ledger   |
| <b>Financial Statements</b>    | Reviews financial statements   | Prepares monthly financial statements for review by CEO, Finance Committee & Board of Directors  |
| <b>Budgeting</b>               | Prepared projections for budget preparation.   | Assists TCCC staff with budget projections and records approved budget into accounting software  |
| <b>Grants</b>                  | Reviews and submits financial reports due to grantors.   | Supports grant reporting; classifies expenses into the appropriate grant cost center; completes grant financial reports to funders; prepares interim reports for staff to monitor grant spending |
| <b>Donation Management</b>     | Records donations in online system; coordinates fundraising efforts; sends acknowledgment letters to donors                  | Reconciles pledges outstanding and received to general ledger accounts.  |

**Treasurer Metrics:**

**Total Annual Transaction Volume:** 1,000

**Cash Receipt Donations:** 80 deposits, approx \$900,000 annually

**Cash Disbursements:** 80 checks

**Credit Card:** Used regularly (2 staff members), approx \$10,000 annually

**Grants:** 15-20 grants

**Payroll:** 4-6 employees

**Annual Budget FY 17-18:** \$517,052

**Annual Budget FY 18-19:** \$904,163

**Annual Budget FY 19-20:** \$1,231,720

**Annual Budget FY 20-21:** \$900,625