



Request for Proposal (RFP) for Administrative Assistant/Bookkeeper Contract Position

April 15, 2024

The Beaver Island Irish Heritage Group is seeking a qualified and experienced administrative assistant/bookkeeper to fulfill a 1099 contracted position within our organization.

Scope of Work:

The Beaver Island Irish Heritage Group (BIIHG) seeks a highly organized and detail-oriented Administrative Assistant/Bookkeeper to work with the Festival Coordinator and Board of Directors to provide support to the organization and overall financial management. This position is part-time and will require 10-15 hours per week throughout the year, with additional hours allotted around monthly close, major fundraisers and the fall event, the Beaver Island Irish Feile. This role offers the opportunity to work flexibly from home while providing essential administrative and bookkeeping support to our operations.

The selected candidate will be responsible for providing comprehensive administrative support and bookkeeping services to the Beaver Island Irish Heritage Group. The scope of work includes, but is not limited to, the following tasks:

1. Bookkeeping Tasks:

- Maintain accurate financial records: Record day-to-day financial transactions, including purchases, sales, receipts, and payments using Quickbooks Online (QBO) financial management software.
- Reconcile bank statements: Regularly compare internal financial records with bank statements to ensure accuracy and identify any discrepancies.
- Process accounts payable and receivable: Manage invoices, process payments, and track outstanding balances owed to and by the company.
- Prepare financial reports: Generate and distribute financial statements, such as profit and loss statements and balance sheets, on a regular basis to provide insights into the organization's financial health.
- Assist with budgeting and forecasting: Collaborate with festival coordinator to develop and maintain budgets.
- Assist with the preparation of 1099 forms for contractors, and artists, as needed, during the end-of-year tax season.

2. Administrative/Organizational Tasks:

- Maintain Google Workspace for BIIHG and Festival Committee.
- Manage Donor Management Software (DonorSnap) in conjunction with the Board Treasurer, including processing donations, ensuring accurate record keeping and timely acknowledgement.
- Assist with fundraising initiatives throughout the year.



- Attend regular meetings with Festival Coordinator to assist in following up on any urgent/upcoming items in preparation for the event.
- Attend board meetings as deemed necessary by the Festival Coordinator.
- Support the marketing committee in designing and creating collateral throughout the year and for the event.

3. Event Specific Tasks:

- Assist with the preparation and execution of various events associated with the festival including but not limited to:
 - Beaver Island Irish American Hall of Fame
 - Contests
 - Marketing/Sponsorships
 - Currach Races
- Duties include ordering, receiving and preparing materials; designing certificates; organizing prizes; and ensuring coverage at various events.
- Work with vendors to prep and finalize various marketing collateral including walkway signs, sponsorship banners, festival program and website support

Knowledge, Skills and Abilities Required:

- Working familiarity with technology/computer systems, specifically Google Drive, Quickbooks Online, and DonorSnap (or other donor management software)
- Ability to work with a team/Board of Directors, follow instructions & perform assigned tasks
- Ability to work independently and manage time effectively
- Problem solving ability with a consistent attention to detail
- Knowledge of non-profit organizations and/or event management
- Exceptional communication skills, with a courteous, positive attitude
- Marketing/graphic design skills a plus!

Benefits:

- This is a contracted (1099) position.
- Flexible remote work environment.
- Opportunity to contribute to the growth and success of a new nonprofit organization.

Proposal Submission:

Interested candidates are requested to submit a comprehensive proposal outlining the following:

- Overview of education, qualifications and relevant or current professional work experience.
- Proposed approach to fulfilling the scope of work.
- Please describe your prior work experience and how you think that will benefit the Beaver Island Irish Heritage Group in this position.
- What skills or experiences do you possess that make you a good fit for this position?



- Can you share with us any nonprofit experience relevant to this position?
- This position requires occasional evening and weekend work, attendance at board meetings, and during our event weekend in September. Please describe how this will work in your lifestyle.
- Why are you interested in working for the Beaver Island Irish Heritage Group?
- In addition, please list three professional references with contact information.

Please submit your proposal by May 6, 2024 to Kitty McNamara at emeraldisleirishfeile@gmail.com.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the candidate.
- Suitability of the proposed approach to the scope of work.
- Availability and commitment to the contract.

Timeline:

April 15, 2024 – Position Posted

May 6, 2024 – Application Deadline

Early May – Interviews in Person or Via Zoom

May 9, 2024 – BIIHG Board of Directors Approves Hire(s)

As Soon As Possible after Hiring – Begin Work

The Beaver Island Irish Heritage Group reserves the right to accept or reject any proposal received in response to this RFP. We appreciate your interest in working with us and look forward to reviewing your proposal.

Should you have any questions or require further clarification, please do not hesitate to contact Kitty McNamara, Festival Coordinator at emeraldisleirishfeile@gmail.com.

Thank you for considering this opportunity.

Sincerely,

Kitty McNamara
Festival Coordinator
Beaver Island Irish Heritage Group