



Seattle Arts & Lectures
Request for Proposals for Bookkeeping Services
May 1, 2025

Seattle Arts & Lectures is seeking a contractor to provide bookkeeping services for our organization.

Organization Background

[Seattle Arts & Lectures](#) (SAL) is a 501(c)(3) non-profit organization located in Seattle Washington. Founded in 1987, SAL cultivates transformative experiences through story and language with readers and writers of all generations. Our work is guided by values of Belonging, Racial Equity, Trust and Transparency, Curiosity, and Joy.

SAL annually serves over 40,000 youth and adults throughout the Puget Sound region and beyond with our public and youth programming. We strive to create spaces – on stage, online, and in classrooms – where all in our community feel valued and welcomed and find joy and connection through the sharing of stories; particularly people who are historically marginalized by race and other identities.

We have 14 full-time employees and an annual budget of about \$4 million. We use QuickBooks Online for our accounting system and PatronManager to track donations and ticket sales.

Responders

- Individuals, organizations and corporations are eligible to respond to this request.
- Responders shall meet the following requirements:
 - a) Proven bookkeeping experience.
 - b) Previous experience and knowledge of working with nonprofits.
 - c) Extensive knowledge of QuickBooks Online.
 - d) Solid understanding of basic bookkeeping and accounting payable/receivable principles.
 - e) Proven ability to calculate, post and manage accounting figures and financial records.
 - f) Data entry skills.
 - g) High degree of accuracy and attention to detail.
 - h) Open and available communication style; willingness to be a partner.

Scope of Work and Services Required

The awarded applicant will be responsible for providing the following services:

1. **Bookkeeping Services**
 - Accounts Receivable: received and record revenue as dictated by IRS Guidelines.
 - Follow the Accrual Accounting method for maintaining the books.
 - Monthly reconciliation of bank accounts as well as reconciliation of all balance sheet accounts.
 - Monthly reconciliation of payments made.
 - Enter transactions into the accounting system.

- Bank statements reconciliation.
- Ensure there is supporting documentation to support all transactions.
- Prepare and distribute annual tax documents including 1099's.
- 2. Payroll**
 - Prepare and enter payroll in system (currently Patriot Payroll but would like to switch to QB's or a QB's compatible system).
 - Prepare, distribute and file quarterly and annual tax documents.
- 3. Financial Reporting**
 - Ensure a timely schedule to close each month to enable the Finance and Operations Director (FOD) to complete the monthly reports for the Board.
 - Provide support to the FOD to prepare monthly reports as needed.
- 4. Audit Preparation**
 - Prepare year end reports, schedules and other documents requested by the FOD.
 - Provide audit process support as needed.
 - Provide reports and data as requested for the completion of annual tax returns (990).
- 5. Budget**
 - Support the FOD with the preparation of an annual Budget.
 - Input the adopted budget into the QuickBooks Online software.
- 6. Communications**
 - Establish and maintain open avenues of communication with the SAL staff to enable an easy flow of information.
 - Meet monthly (1 hour), or as needed, with the FOD to review and improve processes and make any adjustments necessary.

Proposal Details

- Responders are requested to write a brief proposal in which they highlight the understanding of the services required and sufficient information about related experience in similar roles.
- Please provide projected costs for scope of work presented above.
- Please include at least (3) three references from non-profits you have worked with in this capacity
- Please provide firm name, address, website, email, and telephone number. Please also include name and contact information of the individual who will serve as primary contact.

Questions?

Please contact Mary Dwyer (mdwyer@lectures.org), Finance and Operations Director, with any questions you may have regarding the RFP.

Deadline

Please submit your proposal to Mary Dwyer at accounting@lectures.org by **May 21, 2025**

Hiring Schedule

Issue Request for Proposal: May 1, 2025

Proposal due: May 21, 2025, 5 PM

Interviews conducted: Week of June 2-5, 2025

SAL Announces decision: June 9, 2025

Consultant begins work: June 23, 2025, or soon after