



Gulf of Maine Association

**Bookkeeper
Request for Proposal
POSTED: January 13, 2015**

ABOUT THE ORGANIZATION

The GOMA (Gulf of Maine Association) is a non-profit organization that provides grant and fiscal management and fund development support for the Gulf of Maine Council on the Marine Environment (Council). GOMA also provides fiscal agent services for other regional organizations with similar missions including the Northeast Regional Ocean Council. GOMA's Board of Directors is made up of non-federal representatives who also participate in the Council. GOMA primary role is to manage federal grant awards and subcontracts. Their current annual budget is approximately one million. Their fiscal year end is June 30.

The Council was established in 1989 by the Governments of Nova Scotia, New Brunswick, Maine, New Hampshire, and Massachusetts to foster cooperative actions within the Gulf of Maine watershed. The Council's mission is to maintain and enhance environmental quality in the Gulf of Maine to allow for sustainable resource use by existing and future generations. The Council includes representatives from non-governmental organizations, and local, state and federal governments. For more information on the Council and GOMA, please visit: www.gulfofmaine.org.

CONTRACT DETAILS

The GOMA Executive Director will provide guidance and oversight for the contract. Up to date QuickBooks files and other information will be provided to the contractor. Documents prepared by the contractor will be provided to the Executive Director. Contractor will work from own office.

ANTICIPATED SCOPE OF WORK

Tasks and Deliverables:

1. Manage and Maintain QuickBooks accounting system for GOMA (Gulf of Maine Association).
2. Compile financial, accounting and auditing reports including:
 - Set up accounts so that needed financial documents for yearly external audit and tax preparation (form 990 and A-133 single audit) will be accessible.
 - Prepare Financial Reports for individual federal awards including amount paid to date, and Balance Due on subcontracts.
 - Complete and submit all required financial reports for Federal Funds.
 - Provide general ledgers, profit and loss statements, and balance sheet.
 - Prepare Budget vs. Actual Results Analysis including cash flow position and unrestricted net asset balances.
3. Manage and track receipt of funds including:
 - Federal funds from all sources (draw-downs, checks and on-line payments) including invoicing, receiving, follow up when needed and status reporting. This includes changing draw down procedures as required by funders.
 - Funds from the Canadian Association (Executive Director will assist).
 - Receipt of foundation grants, donations, meeting registration fees, and annual membership dues as needed including drawdown from PayPal account.

4. Prepare Annual Budget for next Fiscal Year and future year projections in coordination with Executive Director.
5. Track application of actual indirect rate per budgets (vary based on funder limitations and year funding received).
6. Make required filings with state and federal agencies as a 501(c)(3) nonprofit organization.
7. Manage and perform all bank transactions, write and send checks once each month with occasional additional checks if needed, make all required entries, and reconcile bank accounts and forward bank reconciliations.
8. Provide general ledgers, profit and loss statements, and balance sheet to Executive Director
9. Maintain all online systems and registrations such as CCR, Dunn and Bradstreet, Grants online, Grants.gov and FedConnect.
10. Monthly work report and invoice submitted to Executive Director. Invoicing will include level of effort for each federal award.

QUALIFICATIONS

- Bookkeeping training and experience for non-profit organizations and understanding of non-profit accounting.
- Advanced proficiency with QuickBooks and Excel.
- Experience with fund accounting and financial reporting for federal grants.

APPLICATION REQUIREMENTS

Provide cover letter, resume and contractor fee requirements electronically to:

ckrum@gulfofmaine.org

DURATION OF CONTRACT

The successful candidate will be on contract with the Gulf of Maine Association. The contract will start once contractor is selected with a contract end date of June 30, 2015. Contract renewal with a start date of July 1, 2015 would be dependent upon funding and performance.

COMPENSATION

This is a fee for service contract with no benefits or additional costs provided by the Gulf of Maine Association. Contractor compensation will be based on qualifications and experience.

OTHER REQUIREMENTS

Applicants must meet US federal requirements for receipt of federal funds.

HOW TO APPLY

Applications are due on **January 23, 2015**.

Applications are to be sent via email to:

Cynthia Krum, GOMA Executive Director

ckrum@gulfofmaine.org

Label e-mail - GOMA Bookkeeper