

REQUEST FOR PROPOSALS

Bookkeeping Services

Kalpana Seaview Estates Community Association (KSECA) solicits bids from qualified bookkeepers to provide comprehensive financial management services. Candidates must be organized, experienced with QuickBooks accounting software, and possess strong computer and organizational skills. Bids must be submitted no later than 12 pm, June 24, 2026.

Scope of Services

The bookkeeper will provide the following services:

1. Accounts Receivable & Payable Management: Oversee and process incoming membership dues, homeowner invoicing (annual billing), and payable obligations. Perform monthly bank account reconciliation by the 20th of the following month.
2. Financial Reporting: Prepare monthly Treasurer Reports for Board meetings and complete QuickBooks reports for website publication alongside meeting minutes.
3. Data Accessibility: Provide a complete PDF export of QuickBooks to be made available for posting alongside monthly meeting minutes.
4. Year-End Compliance: Prepare and file required IRS forms and provide contractor 1099s.
5. Monthly Check-ins: Attend a 30-minute bookkeeping check-in each month. Additional correspondence should be conducted primarily via email, with phone calls scheduled weekly as needed (except during unusual circumstances requiring additional support).

Contract Terms

Contract Period: July 1, 2026 – June 30, 2027

Compensation: Submit a proposed monthly service fee for the completion of all services listed above. Additional services are available at an hourly rate to be agreed upon, with prior written Board approval.

Submission: Submit proposals to board@kseca.org with your name, contact information, qualifications, QuickBooks experience, relevant references, proposed monthly fee, and proposed hourly rate for additional services.

Community Member Requirement: Any community member accepting a paid contract must be current with all monies due to KSECA. Unpaid balances will be deducted from the first and subsequent payments as required.

Termination: Either party may terminate by written notice, effective 14 calendar days after receipt. Any payment owed to the contractor shall be paid within 10 days of receiving a final invoice.