



Request for Proposal

Accounting, Bookkeeping, Payroll & Financial Reporting Services

PROPOSAL DEADLINE: OCTOBER 15, 2026

Submit by email to bod@explorekeithcounty.com or deliver to the Chamber office.

The Keith County Chamber of Commerce invites proposals from qualified accounting firms and bookkeeping professionals to provide reliable, ongoing bookkeeping, accounting, payroll, and financial reporting services using QuickBooks Online. The Chamber seeks a responsive long-term financial partner committed to accurate records, timely reporting, and strong communication.

Scope of Services

Account Reconciliation & Maintenance

- Reconcile and maintain 11 bank accounts.
- Reconcile and maintain 2 credit card accounts.
- Prepare bank and credit card reconciliations for inclusion in periodic reporting.

Bookkeeping & Quality Review

- Enter and categorize transactions not already entered by Chamber staff—approximately 40 transactions per month.
- Review bookkeeping entries completed by the Executive Directors for accuracy and completeness.

Payroll & Compliance

- Process payroll for 2-5 employees.
- Process and file all payroll taxes.
- Prepare and file all required quarterly and year-end payroll reports.

Financial Reporting

Prepare accurate monthly, quarterly, and year-end financial reports, including:

- Profit and Loss Statements
- Balance Sheets
- Bank and credit card reconciliations
- Budget vs. Actual reports
- Other reports may be requested

Current Chamber Responsibilities

The Chamber Executive Directors currently handles member invoicing and enters and pays monthly bills. They do not have payroll access. The selected provider should propose a workflow that supports appropriate coordination and a clear division of responsibilities.

Preferred Qualifications

Preference may be given to firms or professionals demonstrating:

- Nonprofit accounting experience
- QuickBooks Online experience
- Experience serving Chambers of Commerce or membership organizations
- Strong communication, responsiveness, and reliability

Proposal Requirements

Please include the following information in your proposal:

1. Firm overview and relevant experience, including nonprofit or membership-organization work.
2. Proposed workflow and services, including coordination with Chamber staff and controls for review and approval.
3. Pricing, including estimated monthly fees, hourly rates, and any setup or additional charges.
4. References from similar organizations.
5. Reporting timeline, including expected turnaround times for monthly financial reports.

Selection Process & Timeline

Milestone	Date
Proposal deadline	October 15, 2026
Board review and selection vote	November 2026 Board Meeting

The Board of Directors will review responsive proposals and vote on a selected firm at its November Board Meeting. The Chamber may request clarification or additional information during its review. Should you have any questions, please email bod@explorekeithcounty.com and a Board Member will get back to you.

Submission Instructions

Email submission

Board of Directors

bod@explorekeithcounty.com

In-person delivery

Keith County Chamber of Commerce

Finance Committee

Chamber office

Proposals must be received no later than October 15, 2026.