

## REQUEST FOR PROPOSAL **BOOKKEEPER**

### **PROPOSAL DUE DATE:**

Interested candidates must submit (1) original, six (6) copies, and electronic version of their resume and qualifications, by Monday November 14, 2016 by 5:00 PM.

### **SCOPE OF WORK**

Fallbrook Healthcare District (FHD) desires a candidate to create financial transactions and create financial reports. The financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The bookkeeper also reconciles accounts to ensure accuracy. The bookkeeper attends monthly finance committee meetings.

### **Principal Accountabilities:**

1. Conduct a monthly reconciliation of accounts including bank accounts
2. Issue financial statements
3. Provide information to the accountant
4. Maintain an orderly accounting filing system
5. Calculate and issue financial analysis of the financial statements
6. Maintain the chart of accounts
7. Calculate variances from the budget and report significant issues to the Executive Director
8. Maintain the annual budget
9. Comply with local, state, and federal government reporting requirements

**Desired Qualifications:** The bookkeeper candidate should have a working knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of Quick Books. The successful candidate must have excellent interpersonal skills and prior experience preferred.

### **POINT OF CONTACT**

Bobbi Palmer, Executive Director will be the point of contact for this position at the address shown below.



**Fallbrook  
Healthcare  
District**

**138 S. Brandon Rd, Fallbrook, CA 92028  
(760) 731-9187**

**[www.fallbrookhealth.org](http://www.fallbrookhealth.org)**