

REQUEST FOR PROPOSALS (RFP)

Bookkeeping & Financial Operations Contractor

Issued by: Northern Alaska Environmental Center (NAEC)

Date Issued: December 9, 2025

Proposal Deadline: Until Filled

1. Background

The Northern Alaska Environmental Center (NAEC), headquartered in Fairbanks, works to protect the lands, waters, wildlife, and people of Interior and Arctic Alaska. NAEC engages in research, public education, advocacy, coalition leadership, and policy analysis focused on the Arctic, subsistence and wildlife protection, mining impacts, energy development, wilderness protection, and environmental justice.

NAEC is currently in a Renewal & Rebuilding phase, strengthening its governance, internal controls, financial systems, and long-term sustainability. As part of this effort, NAEC is seeking a Bookkeeping & Financial Operations Contractor to ensure accurate, transparent, and timely financial management.

2. Purpose of this RFP

NAEC is soliciting proposals from qualified contractors with experience in:

- Nonprofit bookkeeping and financial operations
- QuickBooks (or comparable nonprofit accounting systems)
- Grant and restricted-funds tracking
- Fiscal sponsorship and pass-through project accounting

The selected contractor will help NAEC:

- Maintain accurate and compliant financial records
- Strengthen internal financial controls
- Support board and funder reporting
- Improve transparency and audit readiness
- Reduce administrative burden on NAEC leadership and Treasurer

3. Scope of Work

The contractor may be engaged for all or part of the following tasks. Applicants may propose refinements or an alternative scope aligned with NAEC's needs.



A. Core Bookkeeping Functions

- Process and record all financial transactions (AR/AP)
- Reconcile bank and credit card accounts monthly
- Maintain the general ledger in accordance with nonprofit accounting standards
- Manage vendor payments and expense tracking
- Maintain chart of accounts aligned with NAEC programs and grants

B. Grant & Restricted Funds Tracking

- Track restricted and unrestricted funds
- Maintain grant-specific budgets and expense coding
- Support grant reporting and financial reconciliations
- Flag spending variances or compliance issues

C. Fiscal Sponsorship & Pass-Through Accounting

- Track fiscal sponsorship projects and sub-accounts
- Ensure proper segregation of funds
- Support invoicing, pass-through payments, and administrative fee tracking
- Coordinate with sponsored projects on financial documentation

D. Payroll & Contractor Payments (as applicable)

- Support payroll processing coordination (or review if processed externally)
- Ensure accurate contractor payments and 1099 tracking
- Maintain proper labor cost allocations by program/grant

E. Financial Reporting

- Prepare monthly financial reports for:
 - President
 - Treasurer
 - Finance Committee
 - Board of Directors
- Produce:
 - Profit & Loss
 - Balance Sheet



- Budget vs. Actual
- Support cash-flow projections

F. Compliance, Audit & Systems Support

- Support annual audit or financial review processes
- Ensure compliance with nonprofit accounting standards
- Assist with QuickBooks cleanup, restructuring, or migration if needed
- Help strengthen internal financial controls and documentation

4. Contract Length & Time Commitment

- Initial contract: January – December 2026 (or negotiated start)
- Estimated time: 10–25 hours per month, depending on transaction volume and reporting cycles
- Contract may be renewed based on performance, organizational needs, and funding

5. Qualifications

Ideal applicants will demonstrate:

- Proven experience in nonprofit bookkeeping and financial operations
- Proficiency in QuickBooks Online (or comparable nonprofit platforms)
- Experience with grant accounting and restricted funds
- Experience with fiscal sponsorship or pass-through project accounting (strongly preferred)
- Familiarity with nonprofit audits and financial compliance
- Strong attention to detail, accuracy, and internal controls
- Ability to communicate clearly with non-financial staff and board members
- Ability to work independently while coordinating closely with NAEC leadership and Treasurer

6. Proposal Requirements

Applicants should submit:

1. Cover Letter or Resume – Interest in working with NAEC, relevant experience
2. **Timeline & Availability** – Monthly availability
3. **Budget Proposal** – Hourly rate, retainer, or alternative pay structure
4. **References** – Two professional references

7. Budget



A final budget has not yet been established for this RFP and will be dependent on the availability, experience, and pay structure of the selected contractor. NAEC is open to a range of pricing models, including:

- Hourly rates
- Monthly retainers
- Per-service pricing

Final compensation will be negotiated based on organizational needs, transaction volume, and mutual agreement.

8. Submission Instructions

Submit proposals electronically to:

Krystal Lapp, President

Northern Alaska Environmental Center

president@northern.org

Subject Line: *RFP – Bookkeeping & Financial Operations Contractor*

Deadline: Until Filled

9. Evaluation Criteria

Proposals will be evaluated based on:

- Nonprofit bookkeeping experience
- Grant and restricted-funds expertise
- Fiscal sponsorship accounting experience
- Familiarity with QuickBooks
- Availability and responsiveness
- Cost structure and overall value

Finalists may be invited to interview.

10. Additional Information

- NAEC strongly encourages proposals from Alaska Native, rural Alaska, and historically underrepresented communicators.
- NAEC may select one or more contractors depending on specialization.
- NAEC reserves the right to reject any or all proposals.

