



January 2025

Clean Virginia Request for Proposal:

Bookkeeper

Overview

Clean Virginia (a 501(c)(4) organization) and Clean Virginia Fund (a Political Action Committee) are seeking a bookkeeper. The bookkeeper will primarily provide ongoing weekly payment creation, monthly bookkeeping services, yearly tax prep coordination, Quickbooks budgets/reports, and may contribute to some one-time projects with the organizations.

To apply, submit your proposal to Abby Sabri at abby@cleanvirginia.org by **Friday, January 24th**. Please also direct any questions via email to this address.

Scope of Work

The below needs are for both organizations:

- Weekly basis:
 - Payment creation
 - 24-hour response for urgent needs
 - 2-3 days for scheduled, weekly transactions
 - Transaction volume:
 - Odd year transactions around 500-700/year
 - Even year transactions volume around 300-500/year
 - Q1 is a slower time of year, otherwise Q2-Q4 are heavier.
- Monthly basis:
 - Bank and credit card reconciliations (by the 4th of each month)

- Generation of financial statements
 - Actuals for both organizations at the beginning of each month
- W-9 management: Ensure each vendor has a W-9, which is added into Quickbooks Online (QBO). This is roughly 300-400 vendors, with about 100 new vendors each year requiring W-9's.
- Yearly basis:
 - Prepare 1099's for both organizations to have all details available for taxes by mid-year
 - Work collaboratively and proactively with CV/CVF's tax firm to ensure all tax filings are filed in a timely manner
- QBO management and set up:
 - Budget creation:
 - Reflect cyclical budgets
 - Identification system for different contracts with the same vendor (less than 5 annually)
 - Establish a system of tags/classes/projects to identify nondiscretionary and discretionary items on a granular basis
 - Total volume consistent with number of yearly transactions:
 - Odd year transactions around 500-700/year
 - Even year transactions volume around 300-500/year
 - Charts of accounts are cleaned up, streamlined, and accurate.

The bookkeeper will work directly with the Operations and Grants Manager.

Applicants must be based in Virginia, preferably Charlottesville-based.

Compensation: TBD with firm, based on number of hours projected and firm or individual's experience. Estimated at approximately \$1800-\$3000/month.

Clean Virginia/Clean Virginia Fund Background

Clean Virginia is an independent advocacy organization with an associated Political Action Committee, Clean Virginia Fund. Clean Virginia works to fight corruption in Virginia politics in order to promote distributed clean energy, community control over our energy policy, and transparent, ethical state government. We are motivated by the core belief that our democracy should serve everyday Virginians over special interests. Clean Virginia is working toward these goals in three ways:

1. **Public Information:** Virginians have been kept in the dark about how Richmond operates and how Dominion and Appalachian Power dictate our energy policy. We engage the public through media, civic organizing, and original research to shine a light on the cost of this corruption in jobs, dollars, and the environment.
2. **Legislative Resources:** We provide fair and accurate legislative analysis on energy policy to our lawmakers to counterbalance the misleading and self-interested information provided by monopoly utility lobbyists.
3. **Campaign Finance:** We are dedicated to strengthening Virginia's weak campaign finance laws. Additionally, through our associated Political Action Committee, Clean Virginia Fund, we provide no-strings-attached contributions to legislators and candidates who have demonstrated a public commitment to not accepting money from the utilities they have a duty to regulate.

Timeline

- Open process: **Monday, January 13th**
- Close application: **Friday, January 24th**
- Review proposals on **January 27th/28th**; conduct interviews with top 2-3 firms by **January 31st**
- Select candidate by **Monday, February 3rd**
- Onboarding firm week of **February 3rd**, including meeting with our outgoing bookkeeping firm

Qualifications

- Experience working with 501c4's
- Familiarity with the financial regulations that apply to our operations
- Proficiency in QBO and online banking systems

- Experience working with tax accountants
- Ability to create urgent requests the same day, or a minimum of 24-hours
- Excellent communication skills and the ability to meet deadlines
- Individuals, organizations or corporations are welcome to respond to this request

Preferable Qualifications

- Strong preference for experience working with 501c4 and PAC organizations
- Experience working with compliance firms

Applications

To apply, submit your proposal to Abby Sabri at abby@cleanvirginia.org by **Friday, January 24th**. Proposals should include a cover letter, qualifications for the firm and/or individual(s) who would be assigned to our contract, a cost estimate, and at least 2 references.

Please direct any questions via email to Abby Sabri at abby@cleanvirginia.org.