

REQUEST FOR PROPOSALS

Bookkeeping Services

Unitarian Universalist Church of Loudoun

Issued: May 15, 2026

1. Overview & Purpose

The UU Church of Loudoun ("the Congregation") is a small faith community seeking proposals from qualified, experienced bookkeepers to provide ongoing bookkeeping services on a contract basis.

This Request for Proposals (RFP) outlines the scope of work expected of the part-time Bookkeeper, the responsibilities retained by the volunteer Treasurer, and the responsibilities handled by the Church Administrator (Admin). Respondents are encouraged to review all three sections to understand the collaborative structure in which the Bookkeeper will work.

We expect the selected contractor to work with UUCL in an onboarding process to review and refine the responsibilities outlined below.

2. UUCL's Current Financial Operations

The Congregation currently uses the systems below and is open to continuous improvements:

- General operating budget managed through QuickBooks (QB)
- Congregant pledge and donation tracking via Breeze (church management database)
- Banking through Truist Bank, including bill pay
- Payroll processed through Paychex (semimonthly)
- Retirement contributions managed through Empower
- Multiple accounts including operating and designated funds

3. Scope of Work: Bookkeeper

The Bookkeeper will be responsible for the day-to-day financial recording, reconciliation, and reporting functions of the Congregation. All work will be performed in coordination with the volunteer Treasurer and the Church Administrator. Key systems used include QuickBooks, Breeze, Truist Bank bill pay, and Paychex.

Category	Task / Responsibility	Frequency
Accounts Payable	Set up vendors in QuickBooks (QB) as needed; coordinate W-9 and contact info received from Admin	As needed
Accounts Payable	Set up payees in bank bill pay as needed	As needed
Accounts Payable	Record auto-payments from bank (e.g., Verizon, NOVEC, UUA Insurance, UUA APF) in QB	Monthly

Category	Task / Responsibility	Frequency
Accounts Payable	Issue approved AP payments via check or bank bill pay; record in QB	Weekly
Expense Reimbursements	Issue approved expense reimbursements via check or bank bill pay; record in QB	Weekly
A/R – Breeze	Verify deposits in Breeze (congregant giving database)	Weekly
A/R – Breeze	Record contributions in QuickBooks	Weekly
A/R – Bank Deposits	Verify weekly deposits made to Truist Bank by Admin	Weekly
A/R – Bank Deposits	Record bank deposits in QuickBooks	Weekly
Annual Budget	Set up approved/final budget with classes in QB at start of fiscal year	Annually
Credit Cards	Record monthly charges to correct expense accounts in QB	Monthly
Credit Cards	Record monthly auto-payment of credit card bill in QB	Monthly
Month-End Entries	Record interest for investment accounts in QB	Monthly
Month-End Entries	Bank statement reconciliation in QB and Excel spreadsheet	Monthly
Month-End Entries	Record bill pay check numbers from bank statement	Monthly
Financial Statements	Prepare monthly financial statements: Balance Sheet, P&L, and YTD vs. Budget	Monthly
Payroll	Process approved semimonthly payroll via Paychex	Semimonthly
Payroll	Record semimonthly payroll in QB	Semimonthly
Payroll	Issue retirement contribution payment through Empower	Semimonthly
Payroll	Record retirement contribution payment to Empower in QB	Semimonthly
Pledges	Set up pledges in Breeze at beginning of fiscal year (with appropriate database access)	Annually
Transfers	Execute approved bank transfers between accounts as needed; record in QB	As needed / Monthly
Transfers	Record end-of-month sabbatical accrual in QB	Monthly

Category	Task / Responsibility	Frequency
Year-End	Close prior fiscal year in QB at fiscal year-end	Annually
Year-End	Coordinate with Paychex for W-2 issuance to staff	Annually

3.1 System Access Requirements

The selected Bookkeeper will require access to:

- QuickBooks (full bookkeeping access)
- Truist Bank online portal (bill pay and account review)
- Paychex (payroll processing — access level to be determined with Treasurer)
- Breeze (pledge and contribution data — access level and permissions to be confirmed with the Treasurer and Board prior to engagement)
- Empower (retirement contribution submission)

4. Volunteer Treasurer Responsibilities

The Treasurer is a volunteer elected by the congregation and serves as a member of the Board of Trustees. The Treasurer provides financial oversight, approves transactions, and serves as the primary liaison between the Bookkeeper and the Board. The Treasurer does not perform routine data entry or transaction processing.

Category	Task / Responsibility	Frequency
Accounts Payable	Review and approve all AP payments prior to issuance	Weekly
Expense Reimbursements	Review and approve all expense reimbursement requests	Weekly
A/R – Breeze	Monitor pledge and donation activity from congregants	Weekly
A/R – Bank Deposits	Monitor deposits in Truist Bank	Weekly
A/R – Bank Deposits	Review QB entries for appropriate coding	Weekly
Annual Budget	Gather annual budget data from committees and other budget areas	Annually
Annual Budget	With minister, prepare draft annual budget; submit to Board for approval (target: March for April approval)	Annually
Annual Budget	Finalize annual budget; submit to Board and congregation for approval at annual meeting	Annually
Board & Committee Work	Attend monthly Board meetings; provide financial reports and guidance	Monthly

Category	Task / Responsibility	Frequency
Board & Committee Work	Serve as Finance Committee liaison: attend meetings, provide reports	Monthly
Board & Committee Work	Serve as Stewardship Committee liaison: attend meetings	Monthly
Board & Committee Work	Generate committee or task force reports as requested	As needed
Board & Committee Work	Provide report and either present, or designate a presenter, budget at annual Town Hall	Annually
Board & Committee Work	Attend biannual board retreats	Biannually
Board & Committee Work	Attend Leadership Council meetings	3x per year
Credit Cards	Authorize issuance or cancellation of church credit cards	As needed
Credit Cards	Monitor credit card expense accounts	Monthly
Month-End	Monitor bank statement reconciliation completed by Bookkeeper	Monthly
Financial Statements	Review monthly financial statements provided by Bookkeeper; prepare letter to Share the Plate partner to be signed by President and Minister	Monthly
Financial Statements	Prepare Treasurer's Report (proposed: quarterly)	Quarterly
Financial Statements	Submit financials to Governing Board; post P&L and Balance Sheet to finance file for ongoing board access	Quarterly
HR	Review HR/Insurance Manual	Periodically
Operations	Establish and document process/procedure flows between Bookkeeper, Treasurer, and staff (payment requests, reclass, transfers, approvals)	One-time / As needed
Payroll	Enter annual pay rate increases at start of fiscal year in Paychex	Annually
Payroll	Set up new employees in Paychex when applicable	As needed
Payroll	Approve semimonthly payroll to process in Paychex	Semimonthly
Pledges	Send calendar year-end pledge statements to congregants	Annually

Category	Task / Responsibility	Frequency
Pledges	Send quarterly pledge statements to congregants	Quarterly
Transfers	Approve and request bank transfers from Bookkeeper as needed	As needed
Strategic / Space	Provide financial insights and expertise to decisions related to facility or Space Force initiatives	As needed

5. Church Administrator (Admin) Responsibilities

The Church Administrator handles certain administrative and logistical financial tasks that support the Bookkeeper and Treasurer but fall within the Admin's operational role.

Category	Task / Responsibility	Frequency
Accounts Payable	Collect W-9s and vendor contact information; forward to Bookkeeper for QB setup	As needed
A/R – Breeze	Modify contributions in Breeze weekly to split out contributed transaction fees	Weekly
A/R – Bank Deposits	Deposit weekly offerings at Truist Bank	Weekly
Donations – On-Site	Count weekly on-site donations with at least one other unrelated person; both parties sign off; secure in safe for deposit	Weekly
Bills	Receive incoming bills (e.g., UUA); route to Bookkeeper for recording and processing	As needed
Pledges	Assist with distribution of pledge statements as directed by Treasurer	Quarterly / Annually
HR / Onboarding	Ensure new-hire paperwork is completed for new employees	As needed

6. Qualifications

Qualified respondents should demonstrate:

- Minimum 3 years of bookkeeping experience, preferably with nonprofit or faith-based organizations
- Proficiency in QuickBooks (desktop or online, as applicable)
- Experience with or willingness to learn Breeze church management software
- Familiarity with Paychex payroll platform
- Understanding of fund accounting principles common in nonprofit/religious organizations

- Strong attention to detail and ability to meet recurring monthly and semimonthly deadlines
- Excellent communication skills for coordination with volunteer leadership

7. Proposal Submission Requirements

Interested candidates should submit a proposal that includes:

1. A brief overview of your background and relevant experience
2. A list of current or recent clients (nonprofits or faith communities preferred)
3. A description of the scope of services you would provide
4. Proposed fee structure (hourly rate or monthly retainer) with an estimated monthly hour commitment
5. Description of your availability and preferred communication methods
6. At least two professional references

8. Submission & Timeline

Milestone	Date / Details
Proposal Submission Deadline	June 10, 2026
Review Period	June 11 - 20, 2026
Interviews (if applicable)	Late June/Early July, 2026
Selection Notification	Mid to Late July, 2026
Target Start Date	Aug 1, 2026

Please submit proposals to:

Treasurer, UU Church of Loudoun

Email: treasurer@uuloudoun.org

9. Questions

Questions regarding this RFP may be directed to the Treasurer at treasurer@uuloudoun.org. The Congregation reserves the right to amend this RFP, request additional information, or decline any or all proposals.

The UU Church of Loudoun is an equal opportunity employer and welcomes proposals from candidates of all backgrounds.