

# HISTORIC HAWAI'I FOUNDATION

680 Iwilei Road Suite 690 • Honolulu, HI 96817 • (808) 523-2900 • [preservation@historichawaii.org](mailto:preservation@historichawaii.org) •  
[www.historichawaii.org](http://www.historichawaii.org)

## REQUEST FOR PROPOSAL BOOKKEEPING AND RELATED SERVICES

**ISSUED: December 5, 2022**

**DUE DATE: January 6, 2023**

### **Summary**

Historic Hawai'i Foundation (HHF) is requesting a scope and fee proposal for bookkeeping and related services applicable to our nonprofit organization. The scope will include executing weekly financial transactions, preparing monthly financial statements, conducting quarterly and annual reconciling activities, and preparing accurate and timely financial reports and supplemental information for responsible financial management, budgeting, timely payments and deposits and decision-making.

The responsibilities of this position form the basis from which all programs, projects and financial transactions are based. Accuracy, good communication skills, timeliness, reliability and organization are essential attributes. The ability to manage multiple responsibilities while working independently and meeting regular deadlines is required.

### **About Historic Hawai'i Foundation**

Historic Hawai'i Foundation (HHF) is a 501(c)(3) charitable organization incorporated as a private non-profit organization in the state of Hawai'i. It is a member-based organization representing about 850 members. See [www.historichawaii.org](http://www.historichawaii.org).

Since 1974, Historic Hawai'i Foundation has been a statewide leader for historic preservation. HHF works to preserve Hawaii's unique architectural and cultural heritage and believes that historic preservation is an important element in the present and future quality of life, environmental sustainability and economic viability of the state.

HHF achieves its mission through policy development and advocacy, public education, community-based outreach and technical assistance. Activities include special events, tours, receptions, conferences and professional forums, school curriculum and projects, speaking bureaus and lecture series, newsletters and book publications, video productions, consultation on preservation projects and impacts, preservation grants to others, perpetual preservation easements, and other historic preservation-related functions.

The contracted Bookkeeper provides part-time bookkeeping and operational services to Historic Hawai'i Foundation (HHF). HHF manages total assets of \$2,500,000 - \$3,000,000 and has an annual budget of \$1,200,000. Transactions include income that is classified as donations and membership dues, general contributions, fundraising event sponsorships and tickets, product sales and auction income, investments, donations of stock or non-cash assets, grants or restricted contributions, and other means of charitable support. Expense accounts include personnel, preservation programs, grants to others and management and general operating accounts.

HHF has a fiscal year end of December 31. HHF uses the accrual method of accounting. Financial records are kept in QuickBooks accounting software. Weekly transactions are provided in digital format via scan of supporting documentation (e.g. invoices, check request forms with backup documentation, checks or deposit verification, bank statements, etc.).

For the year ended December 31, 2021, HHF's statements of financial position showed total assets of \$2,591,431. HHF categorizes its net assets as unrestricted (\$706,178); temporarily- or donor-restricted (\$1,513,519) and board- or permanently-restricted (\$340,495). Supplemental schedules include Investments; Temporarily Restricted Net Assets; Permanently Restricted Net Assets; Schedule of Functional Expenses; Pledges Receivable; etc.

HHF's financial management system includes Classes that align with major activity categories as well as Accounts that align with types of income and expense line items. Approximately 60% of annual transactions are related to HHF's programs and operations from unrestricted funds and 40% are related to grant-funded programs and projects through temporarily-restricted funds.

HHF tracks, manages and implements approximately 10-15 program grants from other foundations and philanthropists to HHF annually, ranging from \$3,500 to \$600,000. Grants to HHF may include pledges and multi-year implementation to be monitored across fiscal years. Additionally, HHF tracks, manages and implements approximately 15-20 preservation grants from HHF to other organizations annually, with payments ranging from \$5,000 to \$100,000. These programs also occur across fiscal years. Transactions include inter-fund transfers as grant income is received and as grant-related expenses are released.

HHF's December 31, 2021 audited financial statements will be provided to proposers upon request to 808-523-2900 or via email to [Kiersten@historichawaii.org](mailto:Kiersten@historichawaii.org).

### **Scope of Services**

#### **A. REQUIRED RESPONSIBILITIES**

*Include as separate scope and fee to differentiate from optional services listed below.*

#### **General Bookkeeping duties to include:**

- Record accounts payable and create cash disbursement checks;
- Prepare and record deposits to all accounts;

- Reconcile all cash accounts on a monthly basis (including credit card payments, cash and checks received; investment accounts, online payments, etc.);
- Reconcile all balance sheet accounts on a monthly basis;
- Reconcile income items with donor records on a quarterly basis;
- Create and post adjusting and recurring journal entries;
- Prepare monthly workpaper schedules to substantiate balance sheet accounts (i.e. bank reconciliation, accrued interest receivable, accounts payable, loan accounts, product inventory, temporarily-restricted assets received and released, etc.);
- Prepare and file monthly and annual General Excise Tax returns;
- Prepare complete and accurate monthly internal unaudited financial statements of disbursements and financial position;
- Prepare cash flow statement, grant schedule, fund classification schedule, and other financial reports as required;
- Prepare schedule of furniture and equipment inventory and depreciation;
- Prepare year-end workpapers for submission to HHF's accountant for audit and income tax purposes;
- Post audit adjustments and journal entries per approved audits;
- Prepare Form 1096 for independent contractors and file with IRS;
- Assist with preparation of annual Form 990 prepared by HHF accountant;
- Other services as needed to assist Executive Director and/or the board Treasurer in their required duties.

## B. ADDITIONAL RESPONSIBILITIES

*Include as separate scope and fee as optional services to differentiate from required services above.*

### **General Controller** duties including:

- Prepare financial statements for grant reports;
- Assist with preparation of annual budget;
- Document operating procedures and tasks for weekly, monthly and annual bookkeeping and operations. The documentation will include steps for intake, data entry, tracking, reconciling and reporting; segregation of duties; reconciling with accounting, preparing for audit and compliance actions, and ethical handling of all financial data and transactions;

- Prepare and file annual corporate filing with State Department of Commerce and Consumer Affairs (DCCA);
- Prepare and file annual non-profit organization registration with State Attorney General;
- Prepare schedules, research options and make payments for general and commercial liability, directors and officers liability, and other corporate insurance.

**Human Resources** duties including:

- Prepare schedules of accrued paid leave for employees;
- Review and recommend annual updates to Personnel Policies and Procedures, and contribute to update personnel manual;
- Assist in staff training to provide reliable adherence to policies and procedures necessary for safekeeping of business assets, prudent and ethical handling of financial information and compliance with policies and regulations.

**Schedule and Work Environment**

Schedule is based on 4-8 hours per week, generally during regular office hours of Monday – Friday, 8:00 a.m. – 5:00 p.m.

Work occurs in the office located in Iwilei/Honolulu on O‘ahu. Parking validation is provided. Remote or telework is required during the covid pandemic until normal office operations resume. Post-pandemic, continued telework or hybrid office/remote work may be allowed by the Executive Director as needed and approved in advance.

The position requires periods of sitting, manual use of keyboards and computers, repetitive motion, looking at a computer screen, and use of the telephone. Compliance with public health and safety protocols is required, including Covid-19 vaccination. Proficiency in written and spoken English is required.

**Skills/ Abilities Required**

- Bachelor degree in Accounting, Business Administration or related field
- Accredited through the Uniform Certified Public Accountant’s Examination
- 5-8 years of accounting or bookkeeping experience, including knowledge of nonprofit organization accounting and best practices
- Installing, implementing and maintaining financial systems in the Quickbooks accounting software platform
- Prepare accurate and timely financial reports and supplemental information for responsible financial management, budgeting, timely payments and deposits and decision-making

- Computer proficiency in a Windows environment and ability to perform tasks in Quickbooks, Excel, MS Word and Adobe applications

### **Submittal**

Written proposals should be submitted by **Friday, January 6, 2023 by 5:00 p.m. HST** via email to [Kiersten@historichawaii.org](mailto:Kiersten@historichawaii.org).

Proposals should include:

1. Point of contact for the proposal, including name, title, firm name, mailing address, telephone and email.
2. Description of the firm, its qualifications, staff that will be assigned to the HHF account, descriptions of their roles and responsibilities, and examples of relevant experience with similar non-profit organizations;
3. Description of services to be provided, including your understanding of the terms and objectives of the engagement and the nature and limitations of any services you will provide for HHF;
4. Proposed fees for each category of services (required: Bookkeeping Core Services; optional: General Controller and Human Resources Additional Services);
5. Contact information for three (3) references with knowledge of the firm's qualifications and experience.

### **Selection**

HHF's Executive Director, Board Treasurer and members of the HHF Finance Committee will review the written proposals and conduct interviews in January 2023. Selection is expected by February 2023.

Criteria used to evaluate the proposals will include:

1. Quality, thoroughness and clarity of proposal.
2. Demonstrated understanding of the Scope of Services.
3. Organization, management and technical approach to services.
4. Demonstrated experience in the fields of expertise required to provide the services.
5. Qualifications and experience of staff.
6. Demonstration of capacity to successfully complete the project.
7. Responsiveness to HHF's needs.
8. Cost to provide the requested services.

## **General Information**

### *Anti-Discrimination*

It is the policy and practice of Historic Hawai'i Foundation to ensure that there will be no discrimination as to race, creed, sex, age, religion, color, sexual preference, national origin, handicapped status, ancestry, marital status or other grounds protected under state and federal equal opportunity laws or regulations.

### *Code of Ethics*

The Foundation is committed to conducting its business in accordance with the highest ethical standards. No employee, contractor, volunteer or intern should place himself or herself in a position where his/her actions, personal interests or the activities or interests of those for whom he/she acts, is, or is likely to be, in conflict with the interests of the organization. All employees, interns and volunteers must avoid conduct in the capacity of employment or association that may injure or harm the organization's reputation in the community, including but not limited to criminal conduct.

## **Inquiries and Submittal**

Any inquiries, as well as the firm's proposal, should be directed to:

Kiersten Faulkner  
Executive Director  
Historic Hawai'i Foundation  
680 Iwilei Road, Suite 690  
Honolulu, HI 96817  
*Tel:* 808-532-2900  
*Email:* [Kiersten@historichawaii.org](mailto:Kiersten@historichawaii.org)