



United Way of Henry County & Martinsville is soliciting proposals from firms to provide bookkeeper services.

This request includes background information on United Way and proposal specifications. **The deadline for submission is Wednesday, May 31, close of business.**

Please send proposals by email to KAdkins@UnitedWayofHCM.org or delivered to United Way office.

If mailed, send to:

United Way of Henry County & Martinsville
P. O. Box 951
Martinsville, VA 24114

If delivered in person or by overnight, send to:

United Way of Henry County & Martinsville
149 East Main Street
Martinsville, VA 24112

Background

With more than 200 volunteers and 3,200 donors in Martinsville-Henry County each year, United Way of Henry County & Martinsville is the largest privately-funded nonprofit, addressing the community's immediate and long-term needs in the focus areas of education, financial stability and healthy living. We view these focus areas as building blocks for a good quality of life.

Bookkeeping services would include the use of Quickbooks, nonprofit version, to do payroll and payroll reports and to pay bills on the 15th of each month and at end of each month. Additional responsibilities would include reconciling expenditures and payroll and assistance with financial reports as requested.

United Way operates on a calendar year, January 1 to December 31.

Proposal Requirements

- Experience: Provide a brief background about your firm.
- Assignment: Provide the name(s) of the individual (s) assigned to do bookkeeper services.
- Process: Briefly describe how you would like to work with United Way to do bookkeeper services.
- Fees: Provide a flat fee or hourly rate with projected number of hours to deliver services.

Questions

Please contact Kim Adkins, 276.403.5961, or KAdkins@UnitedWayofHCM.org.