

**Historic Denver, Inc.**  
**Request for Proposals for Accounting Services**

Historic Denver, Inc. seeks an experienced independent contract accountant to provide bookkeeping and accounting services for 8-10 hours per week. Historic Denver is a 501c3 nonprofit organization founded in 1970 that conducts preservation advocacy, manages preservation and restoration work for partner properties, provides educational programming to the community and owns and operates the popular Molly Brown House Museum. The contractor will work closely with Historic Denver's president and CEO.

**Scope of Contract Work**

Historic Denver uses QuickBooks, and the accountant is responsible for managing the system and ensuring the accuracy of its contents. This includes:

- Handling accounts payable, including entering and coding invoices and expenses and issuing payments
- Recording revenue, including recording bank deposits, daily sales reports from the Molly Brown House and web sales of tickets, memberships, donations and other transactions
- Preparing monthly bank reconciliations
- Producing monthly financial reports
- Work is expected to be performed remotely; being physically located in the Denver metro area is strongly preferred as there may be a need for in-person meetings a few times per year

**Additional Tasks**

- At the outset, transition existing accounting processes from desktop software and paper filing to cloud-based QuickBooks and cloud-based file storage
- Preparing and filing state and local sales tax returns
- Managing the organization's payroll using our payroll provider online system (CBIZ), or an agreed-upon replacement
- Ensuring compliance with payroll taxes, including preparation of 1099s for independent contractors
- Maintaining proper accounting records in compliance with organizational policy and funder expectations
- Preparing materials and complying with the annual audit, conducted by an independent auditor
- Filing nonprofit status with the state of Colorado annually

Historic Denver uses an accrual accounting service and can provide an accounting manual outlining current accounting procedures. The organization has an annual operating budget approximately \$2 million a year, and 24-26 employees (16 full-time, 8-10 part-time). Revenue is diversified, with significant proceeds from earned revenue, memberships and donations, and grants, which present the more complex pieces of accounting as the organization defers and recognizes revenue over time.

Historic Denver is an SCFD Tier III organization.

**Minimum & Desired Qualifications**

- A degree in accounting
- 5 years accounting experience
- Knowledge of and experience using QuickBooks
- Experience with nonprofit accounting practices and standards preferred
- Small firm preferred

Please send proposals to [aburns@historicdenver.org](mailto:aburns@historicdenver.org) by May 5. Please include qualifications and past experience, a preferred schedule and fee to perform the work as described above. While most work will be remote, Historic Denver will provide access to a workstation for your use at our Denver office as needed, along with remote access to our file sharing and accounting systems.