



## REQUEST FOR PROPOSAL

### Contract Bookkeeping Services

National Aboriginal Trust Officers Association (NATO A)

Issue Date: July 21, 2025

Close Date: 5PM Eastern Time on September 12, 2025

Contact Person: Dr. Lauren Cripps, Interim Executive Director

### 1. Background

The National Aboriginal Trust Officers Association (NATO A) is a non-profit organization dedicated to providing Indigenous Peoples with the resources and information they need to manage their trusts and investments effectively. As a growing organization, NATO A seeks to engage a qualified bookkeeper to provide contracted services, managing day-to-day financial records and supporting accurate financial reporting and compliance.

### 2. Scope of Work

The bookkeeping services (the “Services”) being requested are listed below. Reporting to the Interim Executive Director, the initial contract period will be twelve (12) months, with the possibility of renewal based on performance and the evolving needs of the organization.

#### Transaction Recording

- Record all financial transactions in QuickBooks Online
- Classify transactions accurately by account, program, and funding source
- Maintain accurate records for restricted and unrestricted funds

#### Bank and Account Reconciliations

- Perform monthly bank reconciliations for all NATO A bank and credit card accounts
- Reconcile balance sheet accounts as required

#### Accounts Payable

- Process vendor invoices for payment
- Ensure proper coding and approvals before payment
- Maintain vendor records
- Maintain records of payable invoices, expense reports, and receipts on Microsoft 365.

#### Accounts Receivable

- Prepare invoices as required (including annual membership fees, sponsorships, event fees etc.)
- Record deposits and monitor outstanding receivables
- Follow up on overdue accounts when necessary



#### Payroll Support

- Prepare payroll data for processing
- Maintain payroll records
- Ensure remittances and reporting to relevant government agencies

#### Financial Reporting

- Prepare monthly financial reports that include budget to actual and year-over-year comparisons for the Executive Director and quarterly financial reports for the Board of Directors
- Support the preparation of annual financial statements for funders and audits
- Participate in monthly Teams calls with NATOA's Executive Director to review financial statements, discuss outstanding items, and ensure clarity on financial records
- Participate in Quarterly meetings with the finance committee and the Board of Directors

#### Compliance & Filings

- Support preparation of annual filings (e.g., CRA T3010 Charities Return)
- Ensure compliance with funding agreements regarding financial record-keeping

#### Year-End Support

- Prepare records and working papers for the external auditor
- Assist with year-end adjusting entries

### 3. Proposal Format

Please provide a proposal to the Interim Executive Director which contains the following information:

- Background of your firm/your services, including years in existence, ownership and governance structure, number of employees (if applicable), and total First Nations, Métis and Inuit clients that you provide similar services to;
- Copy of your firm's Reconciliation Action Plan ("RAP") if available and the most recent status report on your firm's progress in implementing its RAP;
- List of team members who would provide the Services to NATOA and a brief description of their credentials (proof of professional designations to be provided, if applicable (e.g. CPA) and experience in providing similar services to Indigenous not-for-profit organizations;
- Detailed breakdown of proposed fees and any other applicable charges (NATO A is seeking an 'all-in' fee structure – no 'à la carte pricing please'), including estimated number of hours required per week/month; and
- Three existing client references for whom you/your firm has provided similar services to with contact person, phone number and email.

### 4. Qualifications

- Eligible to work in Canada;
- Minimum 5 years of bookkeeping experience, preferably in the non-profit sector;



- Proficiency in QuickBooks Online, Excel and Word and MS 365;
- Understanding of non-profit fund accounting principles;
- Strong attention to detail and organizational skills;
- Ability to work independently and maintain confidentiality; and
- Experience working with Indigenous organizations or communities is a strong asset.

## 5. Indigenous Hiring Preference

NATO A is committed to supporting Indigenous economic development and employment. Indigenous-owned businesses and Indigenous professionals are strongly encouraged to apply. Please indicate in your proposal if you identify as an Indigenous individual or an Indigenous-owned business.

## 6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications;
- Proficiency in QuickBooks Online and MS 365;
- Understanding of non-profit financial operations;
- Cost-effectiveness;
- References; and
- Indigenous ownership or Indigenous professional background (preferred).

## 7. Submission Details

Proposals are to be submitted by email to the address below, no later than **5:00PM ET on Friday September 12, 2025**:

Dr. Lauren Cripps  
Interim Executive Director  
National Aboriginal Trust Officers Association (NATO A)  
[lauren\\_cripps@natoa.ca](mailto:lauren_cripps@natoa.ca)  
905 401 3636

Any questions regarding this RFP should be directed to the contact listed above only.

All information exchanged in connection with this RFP, including the existence and terms of this RFP, shall be regarded as confidential. No party shall disclose such information to any third party without prior written consent, except where disclosure is required by law or regulation. This obligation shall survive the completion or termination of this RFP process. NATO A reserves the right to reject any or all proposals and to negotiate with any proponent.