

Request for Bookkeeping Services

Central Coastal Tourism Partnership /

Tourism Cavendish Beach

1-7591 Cawnpore Lane (Cavendish Visitor Information Centre)

Hunter River, PEI

COA 1N0

peggy@centralcoastalpei.com

(902) 963-3613



Qualified bookkeepers are invited to submit a proposal for the services outlined below. Please include:

- Cover letter
- Outline of Education & Experience
- Overview of skill set in relation to organization, communication, productivity software, time management
- 3 references
- Costing – please provide 2 options:
 - 1st option exclusive to work for the CCTP
 - 2nd option for work performed for both the CCTP and TCB

Email proposals to Peggy Miles, Tourism Development Manager, Central Coastal Tourism Partnership at peggy@centralcoastalpei.com. To be received no later than 4 pm on Wednesday, March 18, 2020.

Expected Results:

Through the activities initiated by the contracted bookkeeper, it will contribute to an efficient, well organized and productive tourism association, positioning the CCTP to fulfill its mission of championing partnerships and empowering growth of tourism operators and the tourism industry in the Central Coastal Region.

About the Central Coastal Tourism Partnership

The Central Coastal Tourism Partnership Inc. (CCTP) is a not-for-profit, membership-based organization, with a mission to champion partnerships between tourism operators/stakeholders, and to grow tourism in PEI's Central Coastal Region.

The workflow, duties, and responsibilities for CCTP bookkeeping activities will be overseen by the Tourism Development Manager of the CCTP as well as the Treasurer of the CCTP.

About Tourism Cavendish Beach

Tourism Cavendish Beach is a not-for-profit, membership-based organization mandated to grow tourism in the greater Cavendish Area. Main activities include supports to tourism operators, including marketing, as well as the operation of a Visitor Information Centre.

The workflow, duties, and responsibilities for TCB bookkeeping activities will be overseen by the Executive Director of Tourism Cavendish Beach as well as the TCB Treasurer.

CCTP Bookkeeping Activities:	TCB Bookkeeping Activities:
Accounts Payable (process and pay supplier invoices).	Accounts Payable (process and pay supplier invoices).
Accounts Receivable (issue invoices, process payments, ensure prompt collection).	Accounts Receivable (issue invoices, process payments, ensure prompt collection).
Process payroll – for 1 full time manager + 1 seasonal staffer	Process payroll – for 1 full time manager + approx. 6 seasonal staffers
Prepare monthly financial statements and account reconciliations in advance of monthly board meetings.	Prepare monthly financial statements and account reconciliations in advance of monthly board meetings.
Provide and assemble information to the external accountant for annual audit.	Provide and assemble information to the external accountant for annual audit.
Collect sales taxes on memberships, ad sales and other revenue and remit them to the government within statutory timelines.	Collect sales taxes on memberships, ad sales and other revenue and remit them to the government within statutory timelines.
Comply with provincial and federal government reporting requirements.	Comply with provincial and federal government reporting requirements.
Maintain an orderly filing system in regard to both paper and online.	Maintain an orderly filing system in regard to both paper and online.
Other duties as required.	Other duties as required.
CCTP Vision:	Tourism Cavendish Beach Vision:
<p>6-8 hours/week beginning March 2020.</p> <p>Work performed off-site, but on-site approximately once a month (Cavendish Destination Centre)</p> <p>Year round</p> <p>CCTP uses QuickBooks</p>	<p>6-8 hours/week beginning March 2020.</p> <p>Work performed off-site, but on-site approximately once a month (Cavendish Destination Centre)</p> <p>Year round</p> <p>TCB uses Simply Accounting</p>