

## REQUEST FOR PROPOSALS

03/06/2026

Wisteqn'eemit (*wist-tack-namit*), the Giving & Sharing Fund

Is now accepting proposals for

Part-time Bookkeeper

RFP BOOKKEEPER (PART-TIME)

POB 503

Lapwai, ID 83540

[annm@nezperce.org](mailto:annm@nezperce.org)

(208)621-3719

The Wisteqn'eemit Fund Board is now soliciting qualifications from individuals interested in assisting the program director to provide support to:

- File and label grant or donation documentation into current file or new file.
- Process and record all expenditures, both electronic and paper
- Process and record all invoices with requisition forms and documentation
- Review and post income and expenses in expenditure and deposit receipt book
- Record and categorize donations in logbook/spreadsheet, database
- Deposit funds weekly or a minimum of once a month at Columbia Bank with deposit slip
- Mail out all payments for invoices twice a month or as needed.
- Process PayPal donations from PayPal website, drawing down to respective banks, and recording in PayPal receipt book and on QuickBooks.
- Create and assign Fund numbers to all/new grants that are received
- Create new account numbers as needed
- Review and update the Chart of Accounts and General Ledger, correcting any errors that are identified.
- Review and send out monthly financial reports to all current programs and staff.
- Create, review and send out quarterly management reports to board members.

Contract will begin immediately and end by March 15, 2027. For more information as to duties, responsibilities and deliverables please contact Ann McCormack, Treasurer, best form of contact: [annm@nezperce.org](mailto:annm@nezperce.org), (208)621-3710.

The Contractual Bookkeeper will be paid up to \$25.00/hour, depending on experience, and the number of hours expected to work would be a minimum of ten and a maximum of 20

hours a month. The compensation for such accounting services will not exceed \$5,000. Start time is as soon as possible and end time is March 15, 2027. The bookkeeper will report to and submit invoices to the treasurer, Ann McCormack. The bookkeeper will work closely with the treasurer and the four-person working committee who acts as the executive director team.

Native American preference applies, however, all applications will be accepted and reviewed.

SEND BY: March 13, 2026

- Letter of interest demonstrating previous experience to provide bookkeeping/accounting and clerical support with emphasis in excellent computer skills and quick books programs.
- Resume
- Two professional references with contact information for each.

**Send materials via e-mail, in person, or U.S. mail to:**

Ann McCormack

Wisteqn'eemit Treasurer

PO B 503

Lapwai, ID 83540

E-mail: [annm@nezperce.org](mailto:annm@nezperce.org)

Phone: (208)621-3710

The Wisteqn'eemit Fund Board reserves the right to accept or reject all proposals.

Preference will be given to Nez Perce tribal members/descendants interested in pursuing a career in the field. But non-tribal members will also be considered.

Job Description Included