

# VISIT THE COUNTY

PRINCE EDWARD COUNTY  
ONTARIO CANADA

## Visit The County Request for Information — Bookkeeping Services

### BACKGROUND

Visit the County is seeking proposals from firms or qualified individuals to provide bookkeeping services from 01 March 2025, on a monthly fixed-fee or hourly basis. Submission deadline for proposals is Wednesday, February 6 2025.

Visit the County is a municipal services board of the Corporation of Prince Edward County. Established in June 2022, Visit the County is a Destination Marketing and Management Organization (DMMO) whose mission is to contribute to the growth of Prince Edward County's vibrant tourism economy through destination promotion and management of tourism assets to create visitor demand and economic opportunities for local businesses and communities.

Visit the County is governed by a 9-member board appointed by Council. It is managed by an executive director and support staff. Its single shareholder is the Corporation of Prince Edward County.

### SCOPE

Under the direction of the Executive Director and with overview from the board treasurer, the Bookkeeper maintains all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial operation of the organization. Including, but not limited to:

- Familiar with our current accounting software Sage and future system Quickbooks Online



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- Keep accurate financial records using standard accounting practices by making the appropriate entries, using approved accounting software
- Administer payroll and annual payroll-related reporting for two employees
- File periodic HST submissions to Canada Revenue Agency
- Reconcile monthly bank statements, credit card accounts, and accounts receivable and payable
- Provide monthly P&L, balance sheet, and YTD vs budget reporting
- Provide reports including above reconciliations and Trial Balance within one week of month end
- Provide any other records/reports in a timely manner as requested for management analysis
- Assist in budget preparation and analysis
- Assist in the gathering and preparation of year-end working papers in connection with the year end audit
- Provide appropriate financial records in conjunction with treasurer input for year-end audit
- Meet with the ED and auditor as needed
- Be available by appointment, to answer questions from Executive Director or Treasurer as needed
- Perform accounting functions off-site, with secure records keeping storage and available for inspection on an as-need basis

## TERMS

The contract for bookkeeping services, based on Visit the County board approval, will be for a 10 month term from 01 March 2025 through 31 December 2025, with one year renewable terms thereafter, upon mutual agreement. Termination Rights: Either party has the right to terminate this agreement with a minimum of 30 days written notice.

Interested parties are requested to provide response in writing to Sarah Fox, Executive Director, at [sarah@visitthecounty.com](mailto:sarah@visitthecounty.com) by 5pm Wednesday February 6, 2025. Responses must include following:

- Physical address and professional accreditation
- Confirmation of expertise and ability to meet each of the Scope of Services outlined
- Confirmation of availability to execute services throughout the stated term
- Pricing proposal



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- Indication of any real or potential conflicts of interest, including employment or beneficial relationship of self or close family member with Visit the County or the Corporation of Prince Edward County

An informational question and answer session will be held for interested parties on Friday January 24 at 1pm. The meeting will be held virtually with registration required in advance by 10:00 on Friday January 24. Attendance is not mandatory.

*Visit the County reserves the right to consider, review and award or reject any and all submissions to this Request at its sole discretion, including the withdrawal or postponement of this Request at the direction of the board of directors.*