



REQUEST FOR PROPOSALS

Accounting Services

RFP Information	Details
Issuing Organization	Greater Wilmington Convention and Visitors Bureau (GWCVB)
Issue Date	August 19, 2026
Contract Type	Accounting Services
Estimated Level of Effort	Approximately 10 hours per week
Eligibility	Must be located in Delaware, Maryland, New Jersey, or Pennsylvania to be considered
Primary Work Location	Primarily remote with some in-person meetings and on-site work
Proposal Contact	Jennifer Boes, Executive Director – jenboes@visitwilmingtonde.com

About The Greater Wilmington Convention and Visitors Bureau

The Bureau is the official destination marketing organization for Northern Delaware. It stimulates economic growth for New Castle County and elevates Greater Wilmington as a tourism destination by attracting visitors for leisure travel, events, and conferences.

It is a 501(c)(6) non-profit, membership-based organization founded in 1978 and chartered by the Governor of Delaware, the New Castle County Executive and the Mayor of Wilmington. It is governed by a board of 27 directors. The Bureau has a full-time staff of five and a part-time staff of five. The Bureau receives the majority of its funding from the public accommodations tax visitors pay when they stay in New Castle County hotels in addition to membership dues, grant funding, and other sources. The Bureau uses cash flow (cash basis) accounting with a fiscal year beginning July 1.

Purpose and Scope of Services

The Bureau seeks an experienced accounting services provider – either a qualified firm or an independent professional – to deliver dependable day-to-day bookkeeping and financial administration. The workload will average approximately 10 hours a week. Duties include:

- Record and process accounts payable and accounts receivable weekly.
- Manage the set-up and distribution of invoices via Bill.com.
- Make bank deposits weekly or as needed.
- Maintain supporting documentation for bank reconciliations monthly.

- Reconcile monthly credit card statements and process team expense forms monthly.
- Coordinate payroll information and updates with ADP including salary adjustments and withholding changes.
- Submit retirement contributions for employees each pay period.
- Process annual HSA contributions made on behalf of each enrolled employee.
- Serve as the primary administrator for payroll, benefits, and employee onboarding, ensuring compliance with all applicable federal and state employment and payroll regulations.
- Organize financial statements and balance sheets for monthly review.
- Attend 3x annual board meetings and 3x annual Finance Committee meetings; four are virtual and two are in person.
- Assist with biennial audit prep as well as annual 990 prep and 1099 prep.
- Follow up quarterly on overdue membership invoices.
- Support the team in budget preparation annually and budget management.
- Participate in weekly touch-base calls with the Executive Director and the Deputy Director.

Required Experience/Qualifications

- Proven bookkeeping experience, preferably in the nonprofit, 501(c)(6) space.
- Strong knowledge of cash-basis accounting, reconciliations, month-end close, payroll accounting, accounts payable, accounts receivable, and financial reporting.
- Proficiency in QuickBooks, Bill.com, Microsoft Excel, and payroll service coordination, preferably with ADP
- Strong organizational skills and attention to detail.
- Ability to safeguard confidential information, maintain complete records, meet deadlines, communicate clearly, and work independently.
- Sufficient staffing and backup coverage to provide continuity throughout the year.
- Experience strengthening internal controls and documenting procedures in a small organization.
- **Must be located in Delaware, Maryland, New Jersey, or Pennsylvania to be considered**

Engagement Details

- Contract role averaging 10 hours per week.
- Reports to the Executive Director of the Bureau and collaborates with the external firms that conduct the biennial audit and annual 1099.
- The work can be conducted primarily remotely depending on workflow management.

Proposal Requirements

Proposals should be organized in the order below:



- Cover Letter
- Firm/Professional Profile
- Relevant Experience and Qualifications
- Approach/Work Plan
- Monthly Retainer and Fees
- Three Client References

Procurement Schedule

RFP Issued	August 19
Deadline for Written Questions	September 2
Deadline for GWCVB Responses to Questions	September 9
Proposals Due	September 16
Finalist Interviews	September 23 – October 2
Notice of Intent to Award	October 6
Anticipated Start Date	December 1

To Apply

Interested candidates should submit a retainer proposal to Jennifer Boes, Executive Director, The Greater Wilmington Convention and Visitors Bureau:
jenboes@visitwilmingtonde.com. Questions about this RFP should also be directed to Jennifer.

Questions

Direct all questions in writing, via email, to Jennifer Boes, Executive Director, at jenboes@visitwilmingtonde.com. Material clarifications may be shared with all known proposers.

Proposal Submission

- Submit proposals in PDF form to by email to jenboes@visitwilmingtonde.com.
- Use the subject line “Accounting Services Proposal.”
- Submit by the proposal deadline, September 16.