



Request for Proposals

Bookkeeping, Payroll, Financial Statements, Tax Services

Deadline: August 3rd, 2020 at 12:00pm

Alaska Dance Theatre (ADT) was founded in 1981 and is the premiere non-profit dance organization in Alaska, governed by a volunteer Board of Trustees. ADT provides training in a variety of classical ballet styles, including Russian, French and Italian techniques, as well as various contemporary dance styles. The school serves around 300 students and offers fall, spring and summer programs, and private lessons. Families can make monthly payments, or pay in full for the entire year. Additional fees, referred to as Production Fees, are charged to cover performance costs; costumes, choreography, other. Additional information, including class schedules and tuition, is available on ADT's website: www.alaskadancetheatre.org.

ADT is seeking a qualified contractor to provide the following services:

Bookkeeping (enter bills, reconcile bank statements, reconcile company credit cards), Payroll (bi-weekly payroll, Quarterly Payroll Reports (941 & ESC), W2 & W3, 1099 and 1096), Financial Statements (review detail of data entry with ADT staff doing input, prepare monthly journal entries, prepare finance committee reports, prepare and provide comparative quarterly and annual statements), Form 990.

In preparing your proposal, please provide information directly relevant to your ability to successfully provide the services. Please include an annual budget, identifying the cost per hour, an estimated total number of hours, and an estimated total cost for each of the services described in the paragraph above; a description of your relevant experience; and, resume(s) and references.

ADT board will evaluate each bidder's proposal and notify the selected provider by 8/14/2020.

With questions, please contact Andrei Chakine, Interim Executive Director, at (907) 277-9591 or ed@alaskadancetheatre.org.