Overview

SkyTruth believes that if you can see something, you can change it. By developing and continuing to refine machine learning models and data pipelines that process thousands of satellite images each day, we are able to detect oil pollution from ships at sea, oil and gas drilling in ecologically and culturally important areas, mining that harms Indigenous people and biodiversity in the Amazon rainforest, and more. We make this data usable and accessible, and give it away for others to build on. Established in 2001, SkyTruth is experiencing a period of rapid growth and expects this to continue for several years.

SkyTruth is seeking an outside accounting firm to work closely with our Manager of Operations and Finance and Office Administrator to ensure ongoing financial sustainability and transparency. The ideal firm will deliver amazing customer service to compliment accurate management of low volume transactions. It is preferred that the firm is familiar with small nonprofit organizations, Google Drive and Sheets, Bill.com, QuickBooks, and has the ability to host a QuickBooks file remotely via RightNetworks or other similar service with access for SkyTruth staff.

Scope of Work

Bookkeeping:

- Entry of donations and grants received, average under 13 per month through 5 months of 2023
- Entry of expenses on accrual basis, currently synced through bill.com
- Entry of credit card expenses, average 30 per month for the first 5 months of 2023
- PEO payroll entry, allocated to applicable classes, 4 - 5 payrolls per month
- Depreciation entries
- Other Journal Entries as necessary

Grant Tracking:

- Assistance with establishment of restrictions and resulting accruals of income
- Releases of restrictions
- Mostly done through QuickBooks classes, also requires some tracking outside of QB

Month End & Year End

- Bank account reconciliation,
  - Insured cash sweep necessitating two reconciliations, average monthly transactions in bank account for first 5 months of 2023 is 38.
  - Four (4) CDs with various maturity dates
• Paypal and Stripe account reconciliations, average under 13 transactions combined per month
• Credit card reconciliation
• Restricted vs unrestricted reconciliation
• Grant allocations
• Prepaid expenses and accrual of expenses, including payroll
• Other account reconciliations as appropriate
• Preparation of 1099-NECs (5 in 2022)

Reports
• Timely preparation of monthly reports, including reconciliations, Statement of Condition, Statement of Revenues and Expenses, Restricted Funds Report, etc.
• Additional quarterly and year-end reports as needed

Audit Prep
• Preparation of basic reports
• Fixed assets, A/R, Prepaid Expenses and supporting documentation
• Accrued expenses, A/P, PTO accrual and supporting documentation
• In consultation with Manager of Operations and Finance: Net Asset Reconciliation, Liquidity footnote, Statement of Functional Expenses
• Negotiable or as needed: Payroll reconciliation, Payroll support, Development reconciliation, In-Kind tracking, Subsequent events, Support for testing items

Communication
• Regular, ongoing communication about categorization
• Updates on timelines for reports
• Rapid communication about questions and important items
• Must be willing to work in Google Sheets and comfortable using Google Drive

Selection & Evaluation Process
Initial submissions will be evaluated for overall fit, and up to four will be selected for a meeting with our selection team. Selection team will assess finalists for understanding of our needs, ability to fulfill those needs, and price.

Timeline
RFP Submissions Deadline: July 31, 2023
Submission Evaluations: August 1 - 10, 2023
Finalist Meetings: August 15 - 25, 2023
Final Selection: No later than September 4, 2023
Expected Transition: October 2023
Submission Requirements

Please submit the following as a PDF to using this link no later than July 31, 2023

- Company overview
- Credentials
- References from at least three current nonprofit clients with fewer than 30 employees
- Proposal, including price range expected for monthly and annual costs

Please email amber@skytruth.org with any questions.