



Dr. D's Smiles

DACZKOWSKI ORTHODONTICS

Manassas, VA 20110 703-361-4278

Ashburn, VA 703-723-8838

www.daczkowskiortho.com

Part-time Bookkeeper

CONTRACT POSITION – OPEN FOR BID

Open for bid from 6/30/2016 through 7/15/2016 at 12:00 am

POP: 12 months 780 hours

Option to renew each year up to 4 additional years

Contract Statement of Work Description Requirements:

Dr. D's Smiles, Daczkowski Orthodontics, a growing practice, isn't just about braces, it's about making smiles. We just expanded our practice and need a dedicated Bookkeeper to the business running smoothly in accounting. *Dr. D's Smiles* is a fun Orthodontist to work for and we have fun every day! This contract position is an excellent part-time opportunity for an individual that does not want to work full time.

Specific Requirements of the Contract Job:

The Bookkeeper Contractor is needed part-time to aid our company in its financial oversight, payroll, patient account collections, spending analysis, over Retirement Plan contributions and tax payments and QBOonline adjustments as needed. The incumbent will work approximately 20 hours per week within the flexible hours of 9am to 5pm on site Monday through Friday, with one evening meeting with the owners reviewing financial reports on the business. The Contractor will report directly to the Operations Officer. The duties on a routine basis will include:

- Enter payroll hours in payroll system bi-weekly and make payroll adjustments as needed and any communications with payroll vendor needed
- Manage Fed and VA State tax payment to ensure payments are being made by payroll vendor (QBOPayroll)
- Conduct monthly revenue and collections reports for staff follow-up and guidance
- Coordinate with Practice/Finance Manager for any changes financially
- Oversee deposit posts and payments and communicate with Practice Manager for error corrections
- Produce practice spending analysis reports monthly

- Meet with Operations Officer one evening per month to review all reports and questions
- Monitor and enter Retirement Plan contributions and distribution
- Recommend strategies to minimize practice costs or gain efficiencies in spending
- Report fraud, waste and abuse to Principals seen in financials: Operations Officer and the Practice Dr. Resident
- Review account changes in QBO with Operations Officer prior to making them.
- Reconcile banking registers monthly
- Provide input to the Operations Officer for more effective means of operating the business in the course of duties

Requirements:

1. Contractor will provide a chronological historical resume to account for all the requirements herein.
2. Contractor will have a minimum of ten years of solid bookkeeping, finance or business operations skills using QuickBooks Online or QuickBooks Pro software, plus be proficient at the expert level (Levels are: journeyman, skilled, expert, subject matter expert) in financial spreadsheets.
3. Contractor will have skills in administering, managing and adjusting accounts, account cleanup and maintenance of accounts.
4. Contractor will have skills in executing payroll end of year tax forms such as 1099s, W2s and working with Accountants to make adjustments as needed.
5. Contractor will have skills in executing administration of federal, state, and local payments throughout the year and reporting and follow-up as needed.
6. Contractor will recommend innovative ideas to manage financial oversight using applications and tools integrated with QB technology to increase efficiency in oversight of practice health.
7. Contractor deliverables will include but not be limited to: monthly practice analysis reports, federal, state and local payment monthly reports, end of year tax documentation (P&L, expense breakdowns, pie charts, bar charts, etc.) or other accounting information needed throughout the year by the Operations Officer.
8. Contractor will provide the Office Manager and Operations Officer a Work Status Report and hours worked report weekly executed against the contract.
9. Contractor agrees to hold the customer harmless for any liability while working in the practice under the execution of his/her duties.
10. Contractor will take all direction from the Operations Officer only for work tasks, guidance or day to day operational duties.
11. Contractor agrees to not remove any practice documentation for financial information from the facility or violate any privacy, OSHA and other federal regulatory or state laws for medical practices.
12. Customer can release the Contractor 'at will' if not performing duties in accordance with this statement of work.

Award Fee Opportunity:

An additional \$1,000 award fee at end of period of performance if

- Demonstrated efficiencies gained as the direct result of consistent bookkeeping execution throughout the year with accurate accounts and reconciliation of banking, credit cards and other forms of finance instruments.
- Collaborate with Practice Manager to strategize on better ways to make the business more efficient in tangible ways resulting in new processes, tools, etc. that increase productivity and save \$.

Application to bid is done in the following manner by email to drdortho@outlook.com no later than 7/15/2016 12 am.

Very important. You must follow these instructions to be considered.

Submit a *Request for Proposal* letter and package to drdortho@outlook.com that will include a historical chronological resume attachment, three professional references with accurate contact phone numbers and email address attachment, your full name, address, email and telephone contact number. In the letter, you will provide a qualification statement defining why you are the best choice for this contract and elaborating on your skills to meet the requirements of the Statement of Work.

Any questions can be requested at drdortho@outlook.com

Based on Title VII of the Civil Rights Act, Daczkowski Orthodontics does not discriminate to any bidder based on race, ethnicity or any other unequal treatment when qualifying each proposal.