

Request for Qualifications

Bookkeeper — New Mexico Rural Library Initiative (NMRLI)

Issued by New Mexico Rural Library Initiative (NMRLI)	Position type Independent contractor (1099) — bookkeeping services
Response due by September 17, 2026	Anticipated start date October 13, 2026
Submit to Doris Fields, Board Chair (doridf@nmrurallibraryinitiative.org)	Questions / contact Doris Fields, Board Chair (505) 867-5340 (doridf@nmrurallibraryinitiative.org)

1. About NMRLI

The New Mexico Rural Library Initiative (NMRLI) advocates for, identifies, and provides resources to more than 60 rural libraries throughout New Mexico. NMRLI is currently staffed by a full-time Fellow and a part-time Executive Director, with a 2026 operating budget of approximately \$155,000, a figure we expect to grow as fundraising efforts succeed.

2. Purpose of This Request

NMRLI is seeking qualifications from independent bookkeepers or bookkeeping firms interested in providing ongoing contracted bookkeeping services, working closely with the Executive Director and Board Treasurer. This is anticipated to be an ongoing engagement rather than a one-time project. NMRLI welcomes candidates to propose the arrangement (hourly, flat monthly fee, or other) they believe best fits the scope of work below.

3. Scope of Work

The bookkeeper will be responsible for the following core functions:

Compliance & Regulatory Knowledge

- Assist in preparing all applicable federal and state filing deadlines (e.g., Form 990, state tax filings) and ensure timely, accurate submission.

Bookkeeping & Systems

- Maintain accurate, up-to-date books in QuickBooks Online with Budget and Payroll, including issuing checks, preparing deposits and journal entries as needed.
- Reconcile all balance sheet accounts, including bank and credit card accounts, on a monthly basis.
- Must be able to communicate effectively.
- Maintain files in Google Drive.

Payroll & Employee-Related Taxes

- Process payroll accurately and timely for NMRLI staff.

- File and pay all applicable federal and state employment taxes and fees in a timely manner (e.g., federal/state withholding, FICA, unemployment insurance, workers' compensation).

Budgeting

- Assist the Executive Director in preparing the organizational operating budgets and individual grant-project budgets promptly upon request.

Grant & Fund Accounting

- Track expenses by individual grant and grant requirement, ensuring spending aligns with donors' or grantors' restrictions and reporting needs.

Financial Reporting

- Prepare accurate and timely financial reports for review by the Treasurer.
- Prepare other reports requested by the Treasurer as needed.

Continuity & Backup Coverage

Data Security & Financial Access

- Operate within access controls established by NMRLI (e.g., view/transaction-level access to bank and payroll systems rather than full administrative control), consistent with standard nonprofit internal-controls practice.

4. Required Qualifications

- Proficiency in QuickBooks Online; please specify your level of experience.
- Experience managing payroll and related employee tax filings for a small organization or business via QuickBooks.
- Experience with grant budgeting and grant-funded expense tracking, including functional expense allocation (program, administration, and fundraising).
- Experience preparing financial reports for nonprofit boards or similar governing bodies.
- Experience with or familiarity with preparing materials for IRS Form 990.
- Strong attention to detail and accuracy.
- Strong communication skills and demonstrated ability to work collaboratively with an Executive Director, Board Treasurer, and Board of Directors.

5. Preferred Qualifications

- Relevant degree or experience in bookkeeping or accounting, specifically within a nonprofit organization, ideally one with multiple concurrent grants.
- Familiarity with New Mexico state-specific nonprofit and employer filing requirements.
- Experience supporting organizations through periods of budget growth or staff expansion.
- Familiarity with library, education, or rural-serving nonprofit organizations.

6. What to Submit

Interested candidates should submit the following:

1. A current resume or firm overview, including relevant nonprofit bookkeeping experience.
2. A brief cover letter or proposal describing relevant nonprofit bookkeeping experience and interest in NMRLI's mission.
3. Two to three professional references, ideally including at least one nonprofit client or board member.
4. Proposed fee structure (hourly rate or flat monthly retainer) and estimated monthly hours.
5. Confirmation of QuickBooks Online experience level and any relevant certifications.
6. Confirmation of independent contractor status, including proof of insurance/bonding if applicable, and any other active nonprofit clients served.

7. Selection Process & Timeline

- Submission deadline: September 17, 2026
- Initial review and shortlist: September 18, 2026
- Interviews: September 18-21, 2026
- Anticipated start date: October 12, 2026

NMRLI will review all submissions and contact qualified candidates to schedule an interview. NMRLI reserves the right to request a brief working interview or skills exercise (e.g., a sample QuickBooks reconciliation or report) as part of the selection process.

8. Questions

Direct questions about this Request for Qualifications to Dr. Doris Fields, Board Chair (dorisf@nmrurallibraryinitiative.org); (505) 867-5340

