



<https://ectoresd.com/jobs/bookkeeping-services/>

Bookkeeping Services

Description

REQUEST FOR PROPOSALS: BOOKKEEPING SERVICES

Ector County Emergency Services Districts 1 and 2 (ESD 1 & ESD 2) are seeking proposals from qualified firms or individuals to provide bookkeeping services.

The selected provider will be responsible for maintaining accurate financial records, supporting annual budgeting and audits, and ensuring compliance with Texas law and district policies.

TIMELINE AT A GLANCE

MILESTONE DATE & TIME (CT)

RFP Release September 16, 2025

Deadline for Questions September 25, 2025 – 5:00 PM

Proposal Submission Due October 1, 2025 – 3:00 PM

Anticipated Award October 6, 2025

Estimated Start Date On or before November 1, 2025

HOW TO APPLY

Download the full Request for Proposals (14 pages) using the link below.

Prepare your proposal following the instructions in the RFP.

Mail five (5) copies of your proposal to:

Ector County Emergency Services District No. 1 and 2
Attn: Commissioner Patti Kappauf
PO Box 125
Gardendale, TX 79758-9998

[??DOWNLOAD REQUEST FOR PROPOSAL PACKET HERE ??](#)

Responsibilities

Scope of Desired Services:

- Provide financial investment review services.
- Coordinate Bookkeeper report for presentation at monthly Board meeting.
The numbered lines below may be part of the monthly report:

Hiring organization

Ector County Emergency Services
District #1 & #2

Employment Type

Contractor

Job Location

Remote work possible

Date posted

September 17, 2025

Valid through

01.10.2025

1. Account Balance Sheet: EMS Collections, Operations, Payroll, Sales Tax, Special
2. Operations, Investments, and other accounts as necessary.
3. Summary of Investment Funds: Operating, Capital, Debt Service
4. Cash Flow Report
5. Profit/Loss Budget vs Actual
6. Report of Property Taxes Collected/Comparison This Year to Last Year and Variance
7. Monthly Tax Assessor Collector Report
8. Outstanding Property Taxes Balance: This and Prior years/Percentage Collected and detail
9. District Debt Service Payments
10. Prepare or provide the quarterly investment reports

- Prepare special budget reports as requested
- Prepare files for submittal to auditor after fiscal year end and coordinate with District Staff.
- Enter all District payables and prepare checks and wires for pay applications, obtain requisite signatures, disburse.
- Manage General Ledger: Memos, transactions.
- Review, validate, and verify all checks and monthly payables for District.
- Verify both verbally and with written instructions the accuracy of any wires.
- Obtain necessary approvals from District and implement best practices toward Fraud Prevention prior to releasing wire transfers or other electronic fund transfers.
- Utilize and coordinate with the District's designated staff personnel regarding accounting and business software systems as needed by District.
- Assist with the development of the annual budget.

The successful proposer must be able to provide the following services:

- Respond to periodic requests for statements and elements of financial transactions
- Prepare special financial reports for funders, the Commissioners and management, when needed
- Verify and Record Annual District Operations Budget
- Record Capital for Purchases, Contracts, Programs as separate line items for clearer understanding
- Perform Budget analysis, when needed
- Inform District of any budget variances and financial issues.
- Prepare the District for routine and periodic government audits
- Maintain accurate charts and recording of all District accounts, including securities and investments
- Other related accounting/bookkeeping services duties as requested
- The bookkeeper is expected to attend District Board Meetings currently held on the 1st Monday of every month at 6:30 p.m. (meetings are subject to rescheduling).
- Asset and Depreciation schedules are to be maintained by the auditor, in coordination with the bookkeeper.

Qualifications

PROPOSERS MUST SUBMIT THE FOLLOWING TEXAS ETHICS COMMISSION FORMS:

1. Form CIQ – Conflict of Interest Questionnaire
<https://www.ethics.state.tx.us/forms/conflict/>

2. Form 1295 – Certificate of Interested Parties

<https://www.ethics.state.tx.us/filinginfo/1295>

Contacts

CLARIFICATION OR OBJECTION TO PROPOSAL

If any person contemplating submitting a PROPOSAL is in doubt as to the meaning of any term or provision herein, they shall submit to Commissioner Patti Kappauf via email at patti.kappauf@ectoresd.com on or before five (5) days prior to the deadline for submission of proposals, any request for clarification. All such requests for clarification or information shall be in writing and the person submitting the request will be responsible for its prompt delivery.