

Reconstruct Inc., a software company serving the real estate/construction industry, is seeking a highly organized, detail oriented, multitasker for a **“Part-time Full Charge Bookkeeper”** position (Monday – Friday 9am -3pm). Must be able to complete tasks accurately and timely with minimal supervision.

Responsibilities:

Accounting:

Prepare balance sheets, income statements, cash flow analysis, journal entries and account reconciliations
Record all transactions in QuickBooks Online, keeping QuickBooks up to date and fully documented
Manage cash including transfers between accounts, wire transfers, and reviewing deposits and withdrawals
Accounts Receivable -
Create and issue invoices to clients; ensure receivables are collected timely
Maintain the deferred revenue schedule
Accounts Payable -
Receive, track and pay invoices according to terms
Maintain vendors; research and resolve discrepancies and customer inquiries
Prepare 1099s using QuickBooks
Expense Reports -
Manage Certify for payments of employee expenses including ensuring there is proper documentation and recording in QuickBooks

Human Resources:

Oversee all employee new hire & separation activities including I9s, expiring Visas and personnel files
Execute payroll using our PEO for a staff of ~35 employees
Manage Human Resources compliance

Experience:

2+ years bookkeeping or strong accounting clerk experience

1 + year QuickBooks (QuickBooks Online preferred) experience

Strong Microsoft Excel experience

Education:

Associates Degree with accounting classes (preferred)

Location:

Menlo Park, CA

About the Company:

Reconstruct makes the built world a better place to live, work and play. With offices in Silicon Valley and the Midwest, Reconstruct’s Visual Command Center brings together reality capture, drawings and models and schedule. This provides real estate project stakeholders more efficient workflows in documentation, progress tracking and quality control. Reconstruct was founded in 2016 and is used by industry leaders in North America, Asia and Australia who experience a 30% reduction in time necessary to report field level progress, and a 50% reduction in site visits necessary by project executives.