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.