



<https://bowegant.com/job/accounting-administrator/>

## Accounting Administrator

### Description

Bowe & Gant Electrical Services, LLC is a trusted provider of electrical solutions, known for our commitment to quality, safety, and customer satisfaction. We are looking for a detail-oriented and proactive Accounting Administrator to join our growing team and play a key role in supporting our financial operations and office administration.

### Responsibilities

- Manage and maintain lead/bid/job lists and work order ticket entry.
- Oversee tax certificate management and business license renewals.
- Process and manage purchase orders and vendor maintenance records.
- Enter and manage accounts payable invoices; track and reconcile credit card receipts.
- Prepare and enter accounts receivable invoices; manage AR collections.
- Assist with payroll processing and distribute weekly checks.
- Provide general administrative support and perform various office tasks as needed.

### Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Strong computer skills, with proficiency in accounting software and Microsoft Office Suite.
- Excellent organizational skills and attention to detail.

### Preferred Skills

- Construction Accounting experience
- Advanced Microsoft Excel knowledge
- Experience with Foundation accounting software
- Proven AR/AP experience
- Strong problem-solving ability and ability to work independently

### Job Benefits

- Health & Dental Benefits
- 401k with company match

**Hiring organization**

Bowe & Gant Electrical Services, LLC

**Employment Type**

Full-time

**Job Location**

137 Blackwood-Barnsboro Rd,  
08080, Sewell, NJ, USA

**Working Hours**

On-Site 40 Hour Work Weeks

**Base Salary**

\$ 55,000 - \$ 70,000

**Date posted**

October 15, 2025

- Performance reviews
- Salary increase opportunities
- Potential for annual discretionary bonus