

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