



Accounting Administrator

About Us

Camsan Electrical, Inc. is a family owned, operated, and rapidly growing Commercial and Residential Electrical Contractor that has been serving CT & NY for over 90 years. Camsan Inc. has created and maintained exceptional customer and partner relationships with the goal of building the best family business you can trust. We value our employees and pride ourselves on fostering a supportive and collaborative culture that offers employees the chance to thrive and grow professionally while enjoying the benefits you need to live their lives.

The Opportunity

We are excited to offer an excellent opportunity for someone looking to start their career in accounting. This is the perfect position for individuals who are detail-oriented, motivated, and eager to grow professionally. The ideal candidate will have an understanding of accounting, exceptional communication and customer service skills, and the ability to thrive in a fast-paced environment. As an Accounting Administrator, you will play a crucial role in supporting our Finance and Service Departments by handling various administrative tasks and ensuring the accuracy and efficiency of our financial processes and ensuring smooth operations within the Service department. This is a part-time position 20-30 hours per week.

What You'll Do

- Assist with accounts payable and accounts receivable processes, including data entry, invoice processing, collections, and reconciliations.
- Maintain accurate and up-to-date financial records and documentation related to construction projects.
- Assist with job costing and project accounting, tracking expenses, and analyzing variances to ensure profitability.
- Assist in monitoring and tracking construction-related expenses, including subcontractor payments and material purchases.
- Assist customers with inquiries, service requests, and scheduling appointments.
- Coordinate service dispatches and maintain communication with field technicians to ensure timely completion of service calls.

What You'll Bring

- High School Diploma or (GED or High School Equivalence Certificate), plus additional training in basic accounting.
- 1-3 years of experience in related field. Electrical construction experience preferred.
- Passion for Customer Service Excellence.
- Analytical and problem-solving skills.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Ability to work independently and collaboratively in a team environment.
- Willingness to learn new processes and technologies in a dynamic work environment.

Your Reward:

- Pay: \$22/hr - \$27/hr
- Comprehensive Benefits including Medical, Dental, Retirement Savings, Life & Disability
- Paid Time Off Programs