



Manafort Brothers Incorporated

Payroll/Benefits Administrator

West of the river construction company is seeking an individual to handle all aspects of processing payroll for our multi-state administrative personnel utilizing ADP.

Duties will include weekly payroll processing, maintenance of employee files, employee benefit administration and calculation as well as payroll tax reconciliation. Position will support accounting in monthly/yearend close, completion of bank reconciliations and other compliance related reporting. Use of Excel and Word is required to efficiently complete responsibilities.

Candidate should have minimum 4+ years of payroll/benefits experience. Good communication, interpersonal and organizational skills are essential. Candidate must be able to multitask while maintaining a strong attention to detail. Working knowledge of ADP Workforce and Access software is a plus.

The company offers a competitive benefit package. To apply submit your resume and salary requirements to:

Human Resources Department
P.O. Box 99
Plainville, CT 06062
Fax (860)747-6296
hr@manafort.com
AA/EOE M/F/Disability/Vet