



Accounts Receivable Associate

Manafort Brothers Incorporated is seeking a full-time, detail-oriented individual with knowledge of Contract/AIA format billing for a challenging accounts receivable position. Duties include responsibility for all corporate billings and collections as well as the completion and tracking of any billing related documents. This position will do some certified payroll reporting, AP invoice coding and processing, along with other tasks to support our month/year end close. Individual will support our project management staff with the utilization of Sage 300, TimberScan and HCSS software.

Construction Industry experience and proficiency with Excel is preferred. Previous certified payroll or Sage 300 software experience is a plus.

Manafort is a multi-state contractor offering a competitive compensation and benefits package.
AA/EOE M/F/Disability/Vet

Please send resume to:
Human Resources Department
P.O. Box 99
Plainville, CT 06062
Fax (860)747-6296
hr@manafort.com

AA/EOE M/F/Disability/Vet