



Project Administrator – Accounts Receivable/Billing

Manafort Brothers Incorporated is seeking a full-time, detail-oriented individual with knowledge of Contract/AIA format billing for a busy accounts receivable position. Duties include responsibility for all affiliate company billings and collections as well as the completion and tracking of any billing related documents. This position will do some certified payroll and contract compliance reporting, AP invoice coding and review, 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 definite 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)747-5299
hr@manafort.com**