



## **Manafort Brothers Incorporated**

### **Job Cost Associate**

Manafort Brothers Incorporated has an immediate opening for a Job Cost Associate. This position is responsible for matching invoices with purchase orders and receiving slips, coding invoices, verifying quantities, pricing, sales tax, job numbers and cost codes, keying approved invoice details into the Timberscan system, and reconciling vendor statements. The qualified candidate must be comfortable with the daily utilization of technology, will be detail oriented and well organized, deadline driven, a team player, and have good communication skills. MS Word and Excel skills are required, a construction background and experience with Timberscan/Sage systems are preferred.

AA/EOE M/F/Disability/Vet

Please submit your resume to:

**Human Resources Department**

**P.O. Box 99**

**Plainville, CT 06062**

**Fax (860)747-6296**

**hr@manafort.com**