



Accounts Payable Associate – Construction

Manafort Brothers Incorporated is seeking a part-time or full-time AP Associate to process and pay overhead and job invoices utilizing TimberScan and Sage software. This position works under an AP Supervisor in a growing department of four. The AP Associate is a data entry heavy position responsible for timely and accurate invoice entry while also tracking vendor lien waiver and payment status. Candidates should have 2-4 years of AP experience along with a customer service mindset that maintains a strong attention to details while always following up.

Previous job costing experience and knowledge of Sage software is a definite plus. Proficient with the frequent use of Excel and Word to present and manage data is preferred.

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**