



## ***Manafort Brothers Incorporated***

### **Job Cost Supervisor**

Manafort Brothers Incorporated has an immediate opening in our Job Cost department. This position is responsible for matching all invoices to purchase documents and receiving slips. The matching process includes verification of quantities, pricing, tax status and GL/cost coding into our paperless TimeberScan software for review and approval at various levels of management. Position will be responsible for our month end accrual process and the importing and exporting of estimates/cost codes between our software systems.

Two plus years of A/P or job costing experience is required. Candidates should have mastered the basics of Excel, be comfortable with the daily utilization of technology, be well organized, and very detail oriented. Previous construction, supervisory, and/or Sage 300 software experience are definite pluses, along with good communication skills and the ability to multi-task when needed.

Manafort is a multi-state, high invoice volume contractor offering a competitive compensation and benefits package.

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**