



Manafort Brothers Incorporated

AP/Job Cost Associate

Manafort Brothers Incorporated has an immediate opening for an AP/Job Cost Associate. This position is responsible for acquiring invoices & supporting documents into our paperless TimberScan AP system and the data entry of all identifying document information. You will match invoices with purchase orders and receiving slips, code invoices, verify quantities, price & sales tax. Position will prepare and track vendor lien waivers and reconcile vendor statements. The qualified candidate must be comfortable with the daily utilization of technology, will be a detail oriented and well organized team player with good communication skills. Multi state sales tax knowledge and MS Word and Excel skills are a plus. A construction background and experience with TimberScan/Sage software is preferred.

Please submit your 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