



Project Administrator – Billing/Compliance

Manafort Brothers Incorporated is seeking a full-time experienced Project Administrator with emphasis on Contract/AIA format billing and collections. Duties include responsibility for all corporate billings and collections as well as select certified payroll tracking and reporting. This position will do some job costing and analysis, project AP invoice processing, and tasks to support our month/year end close. We continually assist our project management staff with the advancement and utilization of Sage 300 and HCSS software.

Construction industry experience and proficiency with Excel and Word 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.

**Please send resume to:
Human Resources Department
P.O. Box 99
Plainville, CT 06062
Fax (860)747-5299
hr@manafort.com**

AA/EOE M/F/Disability/Vet