



Accounts Receivable/Compliance Associate

Manafort Brothers Incorporated is seeking a full-time, detail oriented individual for a challenging role in accounts receivable with knowledge of Contract/AIA format billing and collections. Duties include responsibility for all corporate billings and collections as well as any billing related documents. This position will also assist with certified payroll tracking and reporting, job costing/analysis and tasks to support our month/year end close. This position also assists with accounts payable invoice coding and processing. Individual will also assist our project management staff with the utilization of Sage 300, Timberscan and HCSS Software.

Construction Industry experience and proficiency with Excel is preferred. Previous certified payroll or Sage 300 software experience is a plus.

Manafort is a multi-state contractor offering a competitive compensation and benefits package. AA/EOE M/F/Disability/Vet

**Please send 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