PAYROLL SPECIALIST

SeniorsPlus has a full-time, 40 hours/week position available in the Lewiston office. Under minimal supervision of the Fiscal Services Director, this position is responsible for all payroll and related activities, such as but not limited to preparation, distribution, and reporting. Performs all activities necessary to process a variety of accounting/payroll related functions within specified deadlines by performing complex payroll duties involved in the preparation and processing of the Agency payroll, maintaining related records/spreadsheets, filing tax reports, voluntary/involuntary deductions/deferrals, such as; insurances, 403b plan, direct deposits, levies, garnishments, and FSA accounts.

QUALIFICATIONS INCLUDE:
Associate's degree (A. A.) in accounting or equivalent from two-year college or technical school; with three (3) years related experience and/or training; or equivalent combination of education and experience. Working knowledge of ADP or similar payroll processing system and Microsoft Excel are required. Demonstrated knowledge of payroll functions. Excellent problem solving, time management, prioritization, and organization skills.

Salary is commensurate with experience. Interested candidates should submit a letter of interest including salary requirements and resume to: jobs@seniorsplus.org or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus/EIM is an Equal Opportunity Employer