

Great In-Office Opportunity! Data Entry/Payroll Specialist

SeniorsPlus has an immediate opening for a full-time **40** hours per week Data Entry /Payroll Specialist position in the **Lewiston** office. This position is responsible for data entry functions related to the Fiscal Intermediary (FI) which supports clients who choose the self-direct option to manage payroll and tax reporting for their staff.

Responsibilities

- Processing new client enrollments and assisting in the completion of Federal, State and employee tax forms
- Conducting Criminal Background checks on potential employees
- Processing employee timesheets for the self-direct option employers and communicating with the employer and Care Manager to correct any errors

Qualifications

- Associate's degree (A.A.) in accounting or high school diploma in a business course with a minimum of three years of experience in Payroll or Customer Service, or a combination of five years education and experience
- Payroll experience is preferred but will train the right individual
- Excellent data processing and typing skills
- Proficient with all types of office equipment and Microsoft Office Applications

Job Type: Full-time

Salary: \$15.50 - \$17.50 per hour

Full Benefit Package