

Fiscal Intermediary Department 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

Pay: \$16.50 - \$18.00 per hour