



SENIORSPLUS HAS EARNED THE 2026 BEST PLACE FOR WORKING PARENTS® BUSINESS DESIGNATION

IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS

THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.

Fiscal Intermediary Department Data Entry/Payroll Specialist

Great In-Office or Hybrid Opportunity!

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
- Valid Maine Driver's License
- Must receive favorable results from driver's license, reference, and criminal conviction background checks for any offer of employment.

Job Type and Pay:

- 40-hours per week / full time
- Pay: \$19.35 - \$20.95 per hour

Interested individuals should submit a letter of interest including salary requirement, and resume to jobs@seniorsplus.org, or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus is an Equal Opportunity Employer