



***SENIORSPLUS HAS EARNED THE BEST PLACE FOR WORKING PARENTS®
BUSINESS DESIGNATION
IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS
THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.***



Data Entry / Payroll Specialist Position
Full-time / Hybrid Position

SeniorsPlus is dedicated to providing information and assistance to older people and adults with disabilities so that they may make informed choices and lead enriched and healthy lives. Our core services fight isolation and support independent, healthy living.

We have 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 Include:

- 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

Minimum 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.

Benefits, Schedule & Pay:

- Thirteen paid holidays and generous Earned Benefit Time in addition to:
- Health and dental insurance
- Vision program
- 403(b) Pension Plan
- And Life insurance round out our benefits package.
- Full-time position (40 hours/week)
- \$19.35-\$20.95/per hour (based on qualifications and experience).

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