Our company POTTLE'S TRANSPORTATION LLC is seeking to fill in the post of a Payroll Officer to assist our team.  Job Descriptions and responsibilities are as follows:

Salary/Hourly Rate:
$27-35/hr (flex depending on experience)

Position Overview:
As the Payroll Officer you have an essential role in leading the organization's payroll function. This role is currently remote until further notice.

Responsibilities of the Payroll Officer:
• Ensure that payroll is processed timely, accurately and in compliance with multi-state and federal regulations
• Supervise the processing of salaried and hourly payroll
• Act as the first point of contact to resolve wage and hour issues for staff

Work Schedules/Hours: Monday-Friday, Flexible Hours. 25 hours per week.

It's a paid job. $500 per week.

Location: 214 CENTER RD FAIRFIELD, ME 04937

Contact Person: Alex Dupre

Title: Hiring Manager

Email Resume To: alexdupre@transportin.org