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](mailto:alexdupre@transportin.org)