

**SKILLS, Inc.**  
**Full-Time Payroll and Accounts Payable Financial Specialist**

Come join our small administrative team in a fast-paced environment where your contribution has major impacts on the agency and the people we support! SKILLS, Inc. supports adults with intellectual disabilities to live and work as independently as possible. We are currently seeking a full-time Payroll and Accounts Payable Financial Specialist (Monday - Friday with the potential for a hybrid remote schedule after 90 days) to join our established non-profit based in St. Albans, Maine. (St. Albans is 29 miles from Waterville, 20 miles from Skowhegan, and 10 miles from Newport.)

The successful candidate will possess a thorough knowledge of established accounting principles and their application to business operations and accounting systems. The Payroll and AP Financial Specialist is a detail-oriented, thorough and organized member of the Finance team. The Payroll and AP Specialist is responsible for the accurate and timely processing of employee payroll, ensuring compliance with federal, state, and local regulations, as well as being responsible for processing invoices, reconciling accounts, and maintaining vendor relationships. The Payroll and AP Financial Specialist will work collaboratively with members of the SKILLS leadership team, employees, vendors and customers to ensure accuracy of financial transactions.

Position requirements: 5+ years of experience in payroll processing including benefits integration, 5+ years experience in processing accounts payable, strong oral and written communication skills, proficiency in payroll software systems (Paylocity preferred), Quickbooks, Google Docs and Excel, strong organizational and analytical skills, attention to detail, ability to manage multiple projects simultaneously, and willingness to undergo extensive criminal, Adult and Child Protective Services, and other reference and background checks as required. Preference will be given to candidates with experience using Paylocity, and Associates' Degree or higher.

Pay range is \$18.71-\$26.57/ hr (non-exempt) with a generous benefits package including 100% employer-paid health insurance, vacation and sick time accrual, holiday pay, life insurance, and employer-matching 403(b) plan.

**To apply:**

Visit our website at [www.skillsinc.net/careers](http://www.skillsinc.net/careers) and complete an application.

You may also mail/email/fax or drop off your application to:

SKILLS, Inc. Human Resources Attn: Barbara Richard

461 Hartland Road, St. Albans, ME 04971

brichard@skillsinc.net • Fax (207) 938-2693

SKILLS, Inc., is an equal opportunity employer and prohibits discrimination against otherwise qualified applicants on the basis of the individual's status in a protected class. Protected classes include race, color, religion, sex, age, national origin, genetic information, legally recognized disability, military services or veteran status, creed, gender identity, sexual orientation, pregnancy, marital or civil union status, citizenship, ancestry, ethnic heritage, or any other status protected under local, state, or federal laws.