



Accounting Staff and Payroll Administrator

As a member of the Finance team, a partner with Human Resources and management team, and a resource for employees, the **Accounting Staff and Payroll Administrator** has a critical role in the agency of preparing and processing biweekly payroll for 200+ employees, including year-end adjustments and managing timely and accurate grant allocations within the payroll systems.

Job Requirements and Duties:

- A bachelor's degree and significant payroll experience are the preferred qualifications for the position; however, candidates with any combination of experience and education will be considered.
- Understanding of the Preble Street mission, and positive regard for individuals experiencing homelessness and/or living in poverty.
- Strong collaborative negotiation skills, with the ability to respectfully communicate organizational needs.
- Aptitude for risk assessment and mitigation
- Technical capacity to communicate, document, report and distribute data and information, utilizing information and communications technology as required.
- Maintaining systems in compliance with all applicable federal, state and local laws and regulations.
- Assisting with AR/AP processes
- Assisting with journal entries

Compensation and Benefits:

- This is a full-time, exempt position, offering competitive compensation
- Medical w/100% employer paid option
- Dental w/100% employer paid option
- Vision
- Employer Paid Life, STD, and LTD
- 403(b) retirement plan w/ employer match
- Generous Vacation, Sick and Personal time package
- 12 Paid Holidays
- Optional supplemental Life, Critical Illness, and AD&D options

To Apply

Please submit an application, cover letter, and resume to: humanresources@preblestreet.org

Please note: Automatically-generated confirmations of receipt will be sent in response to applications sent via email. Only those candidates selected for interviews will be otherwise contacted.

Preble Street, a 501(c)(3) nonprofit agency, has been working since 1975 to provide best practice social services that meet urgent needs and end hunger and homelessness for individuals and families in Maine living in poverty. Operating from seven sites in Portland, Lewiston, and Bangor, Preble Street programs include Street Outreach Collaborative, Maine Medical Center-Preble Street Learning Collaborative, Food Programs, Maine Hunger Initiative, Advocacy, Veterans Housing Services, Logan Place, Florence House, Huston Commons, Teen Services, Anti-Trafficking Services, and Homeless Voices for Justice. Preble Street is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of Preble Street's hiring practices, and all terms and conditions of employment.