

**Title: Transportation Payroll Coordinator**

**Location: Kansas City**

**Department: Transportation**

**Schedule: Full-time**

**Overview:**

MachineryLink is currently seeking a **Transportation Payroll Coordinator** to process payroll for all driver contractors and to ensure that partner carriers get paid in an accurate and timely manner. Other duties include preparing payroll reports, policies and metrics. The coordinator will also assist in reviewing transportation invoices for accurate billing and ensuring proper controls and policies are developed and followed. This position reports to the Director of Transportation.

**Specific Responsibilities Include:**

- Process driver payroll paperwork packets.
- Run fuel and cash advance reports.
- Rate and approve payroll trips.
- Verify payroll deductions.
- Process receivables and expense reimbursements.
- Update fuel surcharge rates.
- Document transportation payroll process flow.
- Assist in developing, preparing and maintaining transportation reports.
- Assist transportation in gathering support data for analysis.
- Back up A/P and A/R functions.
- Audit actual freight invoices to the transportation database.

**Skills and Educational Requirements:**

- At least one to two years of payroll experience, preferably with a transportation background.
- Strong attention to detail.
- Excellent organization and math skills.
- Proficient with Microsoft Office Suite, specifically Excel and Access.
- Ability to take direction and work in a team environment.
- Freight Logix experience a plus.

MachineryLink is the leading and fastest growing provider of combine leasing programs to agricultural producers in North America. The company started with three combines in 2000, and today maintains the largest private fleet of combines in North America. Our headquarters are in Kansas City, MO, with operational centers near Wichita, KS and North Sioux City, SD.

We are a hyper-growth company and are looking for individuals who want the challenge and professional growth associated with building a new marketplace.

Send confidential resume to [careers@machinerylink.com](mailto:careers@machinerylink.com) or confidential fax to 775-703-7218. EOE