Current job opening for a Payroll Coordinator to provide administrative support to the Payroll Department. This administrative support roll will be responsible for various timesheet audits, supervisor training of HRIS, verifications of employment, insurance payments and changes, interrogatory completion and other preparations for payroll processing. Overtime may be required during the payroll processing week (bi-weekly).

Preference will be given to candidates with prior payroll or HRIS work experience.

A full time position with great benefits including: medical/dental/vision, 401(k) with an employer match, vacation/paid time off, life insurance and holidays.

Apply online at [www.kawasakilincoln.com](http://www.kawasakilincoln.com)

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