



Payroll/Benefits Coordinator II

Defense contractor involved with product development and manufacturing of various systems for military aerospace and vehicles in the Los Angeles International Airport area is searching for an experienced Payroll/Benefits Coordinator II. With a 50+ year foundation, The Marvin Group supports all branches of the Department of Defense and allies around the globe on an array of programs and platforms. We support many military prime contractors including Lockheed Martin, Northrop Grumman and Raytheon.

SCOPE

Reviews employees time records to be used for payroll that includes calculation of work time, vacation, sick, leave of absence, FMLA, etc. Submits payroll data to ADP every period to ensure paychecks are received on time.

Responsible for assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, and 401(k) plan.

RESPONSIBILITIES

Payroll Support:

- Compile payroll data such as garnishments, vacation time, insurance and 401(k) deductions.
- Poll electronic time clocks (SAP software) and review the downloaded information for completeness and accuracy.
- Contact various department supervisors for any missed times.
- Process weekly transfer of payroll data to ADP.
- Compile internal management reports from payroll system software.

Human Resources and Benefits Support:

- Ensures the accuracy of all benefits enrollments in system to provide vendors with accurate eligibility information.
- Assists with new-hire orientations.
- Assists employees regarding benefits claim issues and plan changes.
- Enrolls employees with carriers and process life status changes.
- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA.
- Coordinates workers' compensation claims with third-party administrator. Follows up on claims.
- Assists with the open enrollment process.
- Assists HR Manager in completing benefits reporting requirements.

SKILLS / REQUIREMENTS

- Associate's degree (A.A) or equivalent from two-year college or technical school or equivalent combination of education and experience
- CPP Certification is preferred
- 4 years of ADP Workforce Now payroll experience
- Knowledge of SAP payroll is highly preferred
- 4 years of benefits coordination experience
- Proficiency in Microsoft Excel and Word
- Ability to work in a fast-paced and high volume environment
- Excellent organizational skills
- Attention to detail
- Ability to prioritize tasks
- Problem solver
- Possess high integrity
- Excellent communication and interpersonal skills
- Ability to speak Spanish a plus
- Team player with Can-Do-Attitude
- Must be able to lift up to 35 lbs.

JOB OPPORTUNITY

This position must meet export control compliance requirements. All applicants must be “U.S. persons” within the meaning of ITAR, as defined: a U.S. Citizen, a lawful permanent resident, political asylee, or refugee.

Interested parties please apply online and submit resume to <http://marvingroup.com/career/adp/>

Visit us at marvingroup.com

The Marvin Group is an EEO/AA/Disability/Vets Employer.

Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this online application process and need an alternative method for applying, you may contact Human Resources at 310-674-5030.