**MEC logo with planes.tif**

**Payroll Administrator IV**

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 Sr. Payroll / Benefits Specialist. 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 accurately and on time.

Responsible for the preparation and processing of bi-weekly payroll for over 1000 employees; review and ensure accuracy of approved timesheets; track and deduct all garnishments and other special payroll deductions. Oversee administration payroll and 401(k) plan.

## RESPONSIBILITIES

**Payroll:**

* Compile payroll data such as garnishments, paid time off (sick, vacation) 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 biweekly transfer of payroll data to ADP.
* Compile internal management reports from payroll system software.
* Work closely with finance on reporting and corrections/adjustments
* Establish/maintain employee records
* Ensure that employee changes are entered correctly and made on a timely basis.
* Review changes for proper authorization and adherence to Company policy including compliance with federal/state/local regulations.

### SKILLS / REQUIREMENTS

* Associate's degree or equivalent from two-year college or technical school or equivalent combination of education and experience
* Attention to detail
* Excellent numeracy and literacy skills
* Good timekeeping and an ability to meet strict deadlines
* Ability to remain calm under pressure
* Proficiency in Microsoft Excel and Word
* Ability to prioritize tasks
* Problem solver
* Possess high integrity
* Excellent communication and interpersonal skills
* Strong knowledge of ADP Workforce Now processing payroll and generating custom reports
* Thorough knowledge of LOA, FMLA, paternity leave, military leave, PDL, COBRA
* Knowledge of SAP time clock/payroll system
* Handle biweekly payroll for 1000 employees for four entities
* Knowledge of multi-state payroll
* Strong knowledge of taxes, levies and garnishments
* Ability to work in a fast-paced and high volume environment
* Excellent organizational skills
* Ability to speak Spanish a plus
* Team player with Can-Do-Attitude
* Must be able to lift up to 35 lbs
* Must speak, read, and write English

This is an exempt/salaried position. We offer medical, dental, vision, life insurance and 401k with company match.

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.*