



Benefits and Payroll Coordinator

Fresno

Lozano Smith is looking for a Benefits and Payroll Coordinator to join our dynamic team in Fresno, CA.

What's in it for you?

- A collaborative and professional culture—no jerks, just great people.
- Excellent benefits: firm-paid employee medical, dental, vision insurance; vacation, sick leave, holidays; 401(k) with match; and profit sharing.

What You'll Be Doing:

- Provide exceptional Payroll, Benefits and Human Resource support to entire firm in multiple offices by responding to inquiries, managing the Payroll Support inbox, and delivering timely, accurate customer service.
- Process full-cycle payroll and maintain employee records including timecards, pay changes, new hires, terminations, bonuses, final pay, and year-end forms.
- Administer employee benefits and 401(k) including enrollments, orientations, open enrollment, carrier coordination, and employee support.
- Provide payroll and benefits support by responding to employee inquiries and maintaining accurate payroll and benefits data and intranet resources.
- Ensure compliance and reporting with federal, state, and local wage and benefits requirements and prepare payroll and compensation reports for leadership.

What We're Looking For:

- Two plus years of experience in payroll, benefits, or HR administration with working knowledge of federal, state, and local wage and hour compliance
- Experience administering employee benefits and 401(k) programs including enrollments, open enrollment, and carrier coordination
- Proficiency with HRIS and payroll systems such as Paylocity or similar platforms, with strong attention to detail and accuracy
- Exceptional interpersonal, problem-solving, and communication skills with the ability to support employees at all levels and meet strict payroll and reporting deadlines.

Compensation - \$33.00 - \$36.00/hour

Lozano Smith offers meaningful, impactful work and values skills, experience, and qualifications. We provide competitive salary and benefits programs.

Discover Lozano Smith

We are California's leading public agency law firm, where professionals thrive and grow. Experience a collaborative, fulfilling culture driven by mentorship, development, and community engagement.

Lozano Smith values diversity, fostering an inclusive environment where varied perspectives enrich our work and culture. Our dedication to equity and representation ensures a dynamic team that reflects the communities we serve.

Spotlight on Culture

- Mentoring Program
- Professional Development
- Child-Friendly Business Award
- Community Engagement Projects
- Collaborative Environment
- No Jerks Rule

Focus on Schools and Community

Partnering with school districts, community colleges, cities, counties and all types of public agencies is at the core of what we do. Our 30+ year commitment has positively impacted countless students and communities throughout California.