

Position: **Payroll and Benefits Manager**

Location: **North Attleboro,  
Massachusetts**

#### COMPANY

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iAutomation, a high technology distributor of industrial automation components, has an immediate opening for a **Payroll and Benefits Manager in North Attleboro, Massachusetts**. iAutomation's product offering includes machine control, motion control, sensing and vision, safety systems, mechanical components and stages. We offer engineered systems and services to provide OEM and end user customers a complete automation solution.

#### DESCRIPTION

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The Payroll & Benefits Manager will support the entire corporate organization (CAS Holdings) and will support the business on daily HR operational needs in support of the goal of CAS being the Automation Industry Employer of Choice where our employees feel inspired, are safe and included, have growth opportunities, and are fulfilled in the work they contribute to our organization, each and every day.

This is a dynamic role, where there are strategic and project-based responsibilities in addition to tactical operational responsibilities. This role is ideal for an experienced HR leader who is a demonstrated project-based professional who enjoys being employee facing as well.

Responsibilities include:

#### **HRIS**

- Being the subject-matter expert for our HRIS system, ADP Workforce Now
- Partnering with ADP on system configurations and business needs
- Being the internal point-person to partner with our Client Manager at ADP
- Ensuring the system is configured accurately for reporting purposes
- Project management leadership responsibilities for the launch/modification of new modules or features
- Partnering with HR management on system set-up for different employee programs
- Reporting as requested
- Training HR and the workforce on ADP's capabilities and technology to include, developing and delivering presentations.



### **Compliance**

- Partnering with the HR team to ensure that all compliance postings are up to date throughout our facilities
- Leads the annual 401K audit
- Leads the annual non-compliance testing
- Ensures the system is set-up to conduct business in appropriate states from a tax perspective and partners with ADP on any tax filing submissions.

### **Administration**

- Responsible for the processing of bi-weekly payroll to include hourly, salaried and special payments including bonuses, commissions and special payments
- Responsible for the employee and employer HSA contributions, tracking, maintaining and communication of program
- Responsible for employer fitness contribution process
- Filing of the EEO-1 summary annual report
- Creating and distributing annual Medicare Part D notifications
- Point of contact for all benefit carriers and partners with ADP service team to ensure accuracy in HRIS and carrier platforms
- Partners with the HR team on updates with employees on leave of absence status, updates ADP with appropriate statuses and partners with disability vendors on the filing and status updates of new and existing claims. This includes sending, collecting of documentation for FMLA, PFML and STD/LTD. Notifying the manager of status updates along the way as well.
- Maintaining and delivering new hire orientation on benefits
- Responsible for the enrollment and termination of employee benefits, by partnering with ADP and following our processes to ensure complete accuracy.
- Partners with the company's benefit broker to benchmark benefits and develop programs and packages to remain competitive to market.
- Uses analytics to drive benefit and technology utilization.
- Helping employees navigate and select benefits by answering questions and providing recommendations
- Owns the annual enrollment process to include partnering with our broker to develop benefit cost comparisons, benchmarking, project timelines, employee communications and configuring the system accordingly.
- 1095-C annual filings
- Year-end W2 mailing
- 5500 annual filing
- PFML state filing exemptions
- Filing worker's compensation claims as they arise and managing the claims until closure
- Completes the worker's compensation audit



### **M&A Integration**

- Completes cost analysis and benefit comparisons of acquisition companies
- Partners with the VP of HR on benefit, payroll and compliance due diligence
- Partners with our 401K financial advisor on 401k due diligence
  
- Leads and project manages the complete integration process of payroll, benefit and compliance processes for new and existing acquisitions. This includes developing and presenting benefit comparisons, cost analysis, project timelines, employee communications, developing project teams and managing 3<sup>rd</sup> party vendors.
- Consistently scans for process improvements within the role, ADP, 3<sup>rd</sup> party vendors and department.

### REQUIREMENTS & ADDITIONAL DETAILS

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Requires a Bachelor's degree in business, psychology or a related field and 8 years' experience in a Human Resources Payroll/Benefits leadership capacity.

- Experienced in ADP Workforce Now
- Subject-matter expert in benefits, payroll, and 401K compliance
- Strong analytical skills
- Strong communication skills with the ability to communicate across all levels of the organization
- Strong written communication skills to develop announcements and internal communications
- The ability to problem-solve and always look for ways to improve the role and department
- Experience with M&A integrations
- Ability to travel 5% of the time
- Ability to work in a hybrid work environment and ability to travel between local facilities
- Strong Microsoft office skills, including excel, PowerPoint and word.
- Self-starter with the ability to lead and take ownership of areas of responsibility

### ADDITIONAL INFORMATION

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- Please apply to Marna Perkins at [mperkins@i-automation.com](mailto:mperkins@i-automation.com)
- Principals ONLY - No Recruiters Please

**iAutomation** Supports Equal Opportunity Employment & Diversity