



PAYROLL CLERK/HUMAN RESOURCE ADMINISTRATOR

Automated Control Concepts (ACC), LLC specializes in process control, manufacturing intelligence, cyber security, and industrial networking. ACC provides services and solutions from initial requirements definition and system design through the implementation and commissioning of plant-wide systems. The cornerstone of our commitment to building long-term relationships with our customers is making every interaction an outstanding experience. At each step we strive to create lasting relationships built on quality, service, and responsiveness.

ACC is looking for a **Payroll Clerk/Human Resource (HR) Administrator**. As Payroll Clerk/HR Administrator, you will be responsible for bi-weekly payroll processing, including Paid Time Off (PTO) and other leave policies, 401K processing and all administrative aspects of the Human Resource function including, but not limited to, benefits administration and assisting with aspects of the recruiting process. The Payroll Clerk/HR Admin is a full-time, salaried, exempt position, reporting directly to the Director of Human Resources.

Job Duties and Responsibilities

Payroll

- Manage end-to-end payroll processing for employees that includes importing, proofing, editing, processing, and transmitting all payroll wages, deductions, reimbursements, bonuses, commissions, and manual payments consistent with federal and state wage and hour laws
- Process bi-weekly multi-state payroll for exempt and non-exempt employees using ADP; maintaining up-to-date information on all employees, including Paid Time Off (PTO) usage, 401K contributions, accruals, and balances
- Calculate adjustments for back pay, adjust pay for new hires or terminated employees, pro-rate pay accordingly
- Review time sheets, expense reports, wages and additional data to identify and reconcile payroll discrepancies with accuracy
- Perform bi-weekly uploads of employee and contribution data to 401K portal
- Interface with Payroll & 401K vendors to troubleshoot any issues

Administrative

- Organize and maintain personnel records, enter new data, and update previous employee data in internal HR databases
- Be the first point of contact with external partners, such as insurance vendors, to ensure legal compliance
- Responsible for processing requests for disability, PFL, FMLA and other types of leave



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Smart solutions.

- Act as a go-to HR professional for day-to-day employee questions, as well as respond to employees in a timely and accurate manner ensuring complete follow-through
- Create ad hoc reports and manipulate data, as needed, in an accurate and concise manner
- Prepare and submit annual EEO-1 report
- Assist with Workers Comp claims and processing, including preparation of OSHA 300 logs
- Maintain accurate and up-to-date labor Law Posters in designated areas as required

Benefits

- Responsible for processing new hire enrollments, QLEs changes, QMCSOs, terminations and assisting in the annual Open Enrollment
- Review benefit carrier invoices monthly to ensure accuracy
- Ability to collaborate with external benefits brokers to administer and support employee inquiries and policy options

Onboarding and Immigration

- Onboard new employees in a welcoming way, ensuring they receive timely and accurate instruction needed regarding their employment and benefits options
- Manage ACC employment-related requirements for work visas (e.g., H1B) and PERM immigration including job postings and immigration attorney coordination
- Monitor onboarding processes in ADP to ensure proper completion of new hire documents
- Support the recruiting process as required

Skills and Qualifications

- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite
- Expert with Excel, including pivot tables and formulas, and Word
- Experience using MS Teams and SharePoint as collaboration tools
- Experience using ADP Workforce Now
- Experience with various benefit portal administration
- Ability to effectively conduct preliminary interviews of qualified applicants
- Organized and detail-oriented
- Ability to understand and meet deadlines and hiring goals

Education, Certifications and/or Experience

- High school diploma or equivalent required
- Bachelors in HRM or BA a plus
- Minimum 5 years' experience in HR



Minimum 2 years' payroll experience required

Working Environment

This position is on site at ACC's headquarters located in Neptune, NJ. Occasional remote work may be permitted if pre-approved. Payroll Clerk/HR Admins routinely use standard office equipment which includes, but is not limited to, computers, phones, photocopiers, and filing cabinets.

Physical Demands

Must be able to sit and/or stand for prolonged hours consistent with the average workday; to operate a computer and other office equipment, including but not limited to computer, printer, etc.

EEO

ACC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, religion, color, sex, sexual orientation, age, national origin, marital status, genetic information, pregnancy, disability, or any other protected characteristic as outlined by federal, state, or local laws.

ACC is looking for dedicated individuals to join our team and share in our success. The Company provides a supportive and engaging work environment that demonstrates that we value our employees. Our employees receive competitive salary, performance-based advancement, paid time off (PTO), health benefits (medical, dental and vision), Short- and Long-Term Disability, Term Life & AD&D, Legal/ID Theft Protection, Pet Insurance, and 401(k), with Company-match, as well as other great incentives. Qualified applicants may submit their resume for consideration.