



ERISA Payroll Integration & Compliance Specialist (Contract, Remote)

Company: ERISA Risk Management, LLC. d/b/a 360 Payroll Bridge Solutions

Location: Fully remote (U.S.); **Ohio candidates preferred**

Engagement: Contract (1099), with potential for long-term collaboration

Focus: ERISA compliance, payroll/recordkeeper integrations, and retirement plan operations

About Us

ERISA Risk Management, LLC family of companies including ERISA Smart and 360 Payroll Bridge, specializes in **ERISA compliance and operational consulting** across the retirement plan industry. Through our **360 Payroll Bridge Solutions** division, we provide seamless data integration between payroll systems, recordkeepers, and TPAs—ensuring accuracy, timeliness, and compliance for employer-sponsored retirement plans.

We are **not a TPA**, but we partner closely with all major recordkeepers, payroll providers, and third-party administrators—including desktop environments like **Sage** and **QuickBooks Desktop**—to deliver a truly **360° integrated solution** for plan sponsors.

What You'll Do

You'll serve as a key liaison ensuring complete, compliant payroll-to-recordkeeper integration and administration, including:

- **Payroll Integration & Management** – Coordinate payroll data for remittance; manage compensation, deferral elections, and loan compliance (IRC §72(p)); monitor eligibility, auto-enrollment, and contribution funding; process payroll remittances and loan payments; support annual census and payroll audits.
- **Recordkeeper Integration** – Remit and approve contributions, monitor loan activity, ensure deferral and election updates are synchronized, and support employee enrollments.
- **Data Bridge (180/360 Integration)** – Manage two-way data flow between payroll and recordkeeper systems to maintain real-time accuracy and compliance.

- **Ongoing Compliance Oversight** – Track eligibility triggers, auto-enrollment events, loan monitoring, and match funding; provide clean data for annual testing and audit cycles.
 - **Client & System Coordination** – Work with multiple providers (Empower, ADP, Paychex, UKG, Transamerica, etc.) to troubleshoot data discrepancies and maintain operational consistency.
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Ideal Background

This role is best suited for professionals with experience in **retirement plan administration** or **TPA operations** who enjoy analytical, data-driven work.

Required:

- Proven ERISA and retirement plan administration experience
- Strong understanding of plan documents, eligibility rules, and contribution processes
- Hands-on experience with payroll and recordkeeper systems
- Precision and attention to detail in data management and reconciliation

Preferred:

- Background in Safe Harbor, match formulas, and non-discrimination testing support
 - Familiarity with multiple systems (Empower, Fidelity, Voya, Transamerica, Lincoln, etc.)
 - Experience in both bundled and unbundled plan environments
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Compensation & Benefits

- **Engagement:** 1099 Contract; hours and term based on client load
- **Compensation:** Competitive hourly rate, commensurate with experience
- **Professional Growth:**
 - We **sponsor the attainment and ongoing maintenance fees** for professional designations relevant to your role, such as:

- **ASPPA's** QKA, QKC, QPA, CPC
 - **NIPA's** APA, APR, or equivalent credentials
 - Continuing education and designation renewals are supported as part of our investment in professional excellence.
 - **Location:** Fully remote (U.S.-based) with **preference for Ohio** candidates
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Why Join 360 Payroll Bridge Solutions

You'll work in a collaborative, high-skill environment that sits at the crossroads of payroll, compliance, and ERISA operations—gaining rare, full-spectrum insight across multiple recordkeepers, payroll systems, and plan types.

Our model allows you to do **meaningful, specialized work** that directly reduces fiduciary risk and enhances plan accuracy—without the volume-driven burnout often found in traditional TPA settings.

How to Apply

Email **Jillian Johnston** at Jillian@erisasmart.com with:

1. Your résumé or CV
2. A short note describing your ERISA and payroll/recordkeeper experience
3. Systems you've worked with (payroll + recordkeeper)
4. Location (city/state) and **availability**
5. Your **1099 hourly rate expectations**
6. A short example of a payroll-to-recordkeeper issue you successfully resolved