Downloaded from <https://www.velvetjobs.com/job-descriptions/payroll-tax-accountant>

# Example of Payroll Tax Accountant Job Description

Our company is searching for experienced candidates for the position of payroll tax accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for payroll tax accountant

* Prepares returns and payments for agencies not prepared by 3rd party vendor
* Applies for state and local identification numbers as required for acquisitions
* Assists as needed with foreign companies inquires
* Performs other special tax projects as assigned
* Audits Vendor prepares and remits payroll tax payments on a daily, weekly, monthly, quarterly, or annual basis
* Maintain current knowledge of tax laws and how they affect the company, researching complex tax issues as needed
* Research and resolve tax notices/discrepancies referred by government, state and local agencies in a timely manner to mitigate potential penalties and interest
* Communicate payroll tax procedures to payroll operations to ensure compliance with all governmental regulations
* Ability to provide problem resolution through effective client interface and communication is necessary
* Work closely with the Operations Manager to analyze test results for payroll tax updates and conversions

## Qualifications for payroll tax accountant

* Ability to develop interpersonal relationships
* Strong aptitude and proficiency in MS Office products
* Record journal entries and reconcile payroll tax accounts and returns to the general ledger ensuring timely completion of month end close
* Assist Payroll Staff Tax Accountant with research and recommend corrective actions for payroll tax notices of delinquency or tax errors
* Preparing the reconciliation of W-2’s & W2C and prepare year end and quarter end payroll tax reports, electronic filings, and magnetic media
* Responsible to ensure 1099 reporting reconciliation for account payable- issuance of the form