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# Example of Payroll Tax Accountant Job Description

Our innovative and growing company is hiring for a payroll tax accountant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for payroll tax accountant

* Audit payroll balance sheets, YTD earnings, as needed
* Researches and resolves tax reconciliation issues and discrepancies
* Acts as liaison to internal and external auditors
* Reviews and researches tax issues
* Reconcile the impounded tax to the payroll on a weekly basis
* Adjusts and corrects state and local tax codes within Ultimate
* Reviews and audits monthly, quarterly and year-end tax reports
* Develops processes for managing payroll tax within Ultimate and for unique tax scenarios
* Act as the liaison between Ultimate/ADP and BBI on all payroll tax issues
* Perform all year-end duties in preparation for W-2’s including extensive analysis of the tax data

## Qualifications for payroll tax accountant

* 3+ years Comprehensive multi-state/multi-company payroll tax experience
* Possess strong knowledge of general accounting, payroll tax and accounting requirements related to Payroll/Payroll Tax Administration
* Excellent interpersonal skills including decision-making, strategic thinking, initiative, problem­ solving and the ability to work through complex situations with team members to achieve a positive outcome
* Ability to identify root cause collects data, establish facts, draw valid conclusions, make effective decisions and define process
* Ability to professionally interact with all levels of management, staff and internal/external contacts
* Strong organizational skills and the ability to effectively manage multiple priorities and projects in a fast-paced environment