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# Example of Payroll Tax Accountant Job Description

Our innovative and growing company is searching for experienced candidates for the position of payroll tax accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for payroll tax accountant

* Prepare state and local income tax returns and state annual reports or federal, state and local payroll tax returns
* Prepare amended federal and state tax returns for NOL carrybacks, and IRS audit adjustments
* Assist with Sarbanes documentation and information gathering
* Assist with W-2 testing, and year-end tax preparation and filing
* Compiles relevant financial data for the accurate completion of State and Local tax returns
* Receives assessed value notices, research and report discrepancies to management
* Assists in processing payroll tax payments and check requests on a timely basis
* Assists with the assembling, copying and filing of returns and mailing of documents
* Prepares all payroll tax payments
* Prepares and processes EFT payments and or check requests on a timely basis

## Qualifications for payroll tax accountant

* Previous payroll processing experience preferred
* 1+ years of past month and year end close experience, journal entry and reconciliation experience
* Journal entry and reconciliation experience
* Bachelor's degree in Accounting, Finance, Business or relatable field is strongly preferred
* Assists with responding to various notices and inquiries from tax authorities
* Processes assigned payrolls (bi-weekly, salaried exempt/non-exempt, weekly, commission and garnishment) in an accurately and timely manner while meeting pre-established deadlines