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# Example of Payroll Tax Analyst Job Description

Our company is looking for a payroll tax analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for payroll tax analyst

* Assist with bi-weekly payroll processes as needed
* Reconciles assigned companies' quarter-to-date and year-to-date wages and taxes to ensure accurate tax reporting
* Responsible for identification of issues
* Monitors all payroll tax activity and is a primary liaison for tax support
* Accountable for detailed analysis of all payroll or Masterdata-related entries that impact the accuracy of tax withholding or reporting
* Identifies drivers for abnormalities, then researches, analyzes, and documents their work proposing corrective action(s)
* Responsible for recording, monitoring, and resolving all agency tax notices and tracers with 3rd party provider and government agencies, validating of all agency responses
* Performs detailed jurisdictional reconciliations for internal and external audits
* Creates advanced ad-hoc reporting to support internal and external functions
* Leads Year-End processing and closing

## Qualifications for payroll tax analyst

* Proficiency with the Microsoft suite including, primarily Access, Excel & Word
* Is attentive to detail and accuracy and committed to excellence and quality
* Looks for ways to improve the current program and processes
* Is able to sort through issues, seek input from other in order to identify and address the root cause of issues
* Handles pressure well, adjusts plans to meet change needs and acts on opportunities
* Experience with Master Tax and PeopleSoft Payroll, Time & Labor