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# Example of Payroll Tax Analyst Job Description

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

## Responsibilities for payroll tax analyst

* Assist in determining technology enhancements needed based on the evolving Payroll Tax business processes for all US business areas
* Provide input on Payroll Tax needs and future IT project requests
* Prioritize issues and enhancements in preparation for system updates
* Conduct various roll outs and perform other routine system maintenance as required
* Ensure that policies and procedures are current and appropriate for effectively managing the day-to-day systems operations
* Recommend solutions and best practices to simplify payroll tax compliance needs
* Ensure system enhancement and upgrade testing procedures are in compliance to Sarbanes Oxley standards
* Mentor and train department personnel
* Proactively develop and maintain technical knowledge in specialized area(s)
* Governmental, regulatory and legislative payroll tax compliance

## Qualifications for payroll tax analyst

* 3+ years in multi-state (all U.S. state and Puerto Rico) payroll tax environment
* Direct experience in Oracle HR Business Suite preferred
* Ability to present technical data in a clear and concise manner to various audiences
* Reconcile tax deposits for assigned company codes
* Collecting refunds when applicable
* Researching and resolving differences with taxing agencies