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# Example of Payroll Tax Analyst Job Description

Our company is growing rapidly and is looking for a payroll tax analyst. 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 analyst

* Have a general knowledge of Workday, OSV and the computation methodologies to determine reasonableness of tax filings prepared and submitted by OSV for federal and state tax withholding calculations
* Handle correspondence with Workday, OSV and other payroll related entities, including all federal and state compliance notices from tax and/or other regulatory agencies
* Respond to external, internal and tax agency audit requests
* Ensure State Unemployment Insurance Rate Compliance
* File Tax Returns not filed by payroll tax vendor
* Audit W4/State Tax Issues
* Responsible for setting up and closing Taxing Jurisdictions
* Create Ad Hoc Reports for internal and external customers timely
* Responsible for reconciliations and balancing between third-party tax reports and payroll tax summary reports to ensure accurate monthly, quarterly, and year-end reporting
* Handle prior-quarter and prior-year adjustments using service provider tools

## Qualifications for payroll tax analyst

* Reconcile monthly, quarterly and year-end payroll taxes and related tax filing reports including 941s, W2s
* Experience in processing and handling a variety of payroll matters including equity awards, perquisite, payroll adjustments
* 2-3 years Payroll/ Payroll Tax / Accounting experience
* BA / BS degree in accounting / business or tax (or equivalent experience)
* 5-7 years in payroll tax compliance
* Must possess at least a associates degree in Accounting, Finance, Business Administration, related field or equivalent experience