



Gateway Search Associates

Patrick F. Luddy, Jr.

215-375-7153

Wayne, PA 19087

Payroll Tax Analyst

Salary based upon experience

Responsible for payroll tax activities, including compliance with local, state & federal regulations for the company and its affiliated entities, focusing on items such as: accuracy of tax calculations; year-end documents; reconciliations; and funds distribution. Maintains an awareness of current practices and trends in payroll processing, and informs company about changes in all current payroll, tax regulations, laws and policies. Acts as a liaison with service providers (e.g. UKG) for tax filings and invoice reconciliations. Responds to questions and special requests from employees and tax authorities. Acts as resource for colleagues with less experience.

Responsibilities:

- Functions as the Company liaison to UKG analyzing reconciling and resolving payroll tax and compliance related issues to ensure tax filings are accurate and comply with federal, state, and local regulations, policies, and procedures.
- Establish payroll cards with appropriate withholding tax deductions for federal, state and local taxes
- Analysis of tax variances on both the employer/employee levels
- Support the payroll tax reporting process for multi-state employers.
- Register for tax accounts in states and localities for withholding, unemployment and sales tax reporting
- Serves as a point of contact for internal and external payroll tax related inquiries.
- Independently researches and responds to questions concerning federal, state, and local withholding and unemployment compensation issues and makes recommendations for improvement as required.
- Maintains current knowledge of payroll tax laws.
- Maintains company State Unemployment Insurance (SUI) rates
- Ad hoc analysis, projects and reconcilements as required.
- Key Relationships – Looking at the overall payroll ecosystem, the Payroll Tax Analyst will be working closely with the Payroll Operations, Payroll Systems, Accounting and Human Resources.
- Reviews third party sick pay and ensure appropriate reporting.
- Answer tax compliance and general questions from employees and agencies.

- Handles data entry to adjust taxes and/or wages and works with tax vendor to amend previously filed payroll tax returns based on those adjustments

For me information please contact:

Patrick F. Luddy Jr
Director of Recruiting
Office: 215-375-7153
Cell: 215-694-1239
PFL@GatewaySearch.com

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