**Payroll Tax Analyst – King of Prussia**

**JOB SUMMARY:**

Ability to research and interpret tax and case law and learning how it impacts Vertex products regarding the addition of new content or the maintenance of existing content.  Structure standard tax content within Vertex products in a logical manner that is consistent with system architecture and platforms.  Perform quality assurance tasks following documented processes.  Test standard tax content and functionality within Vertex products and internal databases.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Obtain rate and jurisdictional data from state and local jurisdictions.
* Maintain and input tax information by performing maintenance, which could include updates of tax rates, rules & forms.
* Identify, understand and communicate changes in the tax law or regulations that would have an impact on Vertex products.
* Analyze tax changes to determine how it impacts existing data.  Coordinates mailings and maintains jurisdictional contact information.
* Ensure the functionality of Vertex products by assisting in developing standards and tools for product maintenance and development, including interactions with other departments and other Research Department staff.  Add, test, and assist in the addition of system enhancements and system updates for the product.
* Monitor and analyze legislative activities and court decisions utilizing research tools such as CCH, Lexis-Nexus, information from third party data providers and other sources of tax content.
* Support customer service by answering questions pertaining to program changes, return issues, enhancements or bugs via bug tracking software.
* Support a dynamic environment at Vertex by collaborating with other departments, contributing time, effort and ideas.
* Identify, understand and communicate changes in the tax law that would have an impact on Vertex Products
* Populate databases to support various types of testing.
* Enhance job knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies; developing and/or maintaining proficiency in the latest personal productivity tools.
* Work under general supervision.  Some latitude for independent judgment.
* Participate in other projects or duties as assigned.
* Occasional travel may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Research and analytical skills required.
* Understanding of tax information and the ability to formulate interpretations and how they apply to Vertex products required.
* Desire and ability to learn technical and tax information in a short period of time required.
* Understanding of accounting functions and principles.
* Working knowledge of relational databases desirable.
* Strong ability to work with numbers.
* Working knowledge of Vertex products a plus.

**EDUCATION, TRAINING AND EXPERIENCE:**

* Bachelor’s Degree in accounting or other business discipline or equivalent experience required.
* CPP preferred but not required.
* 2+ years in a business environment.

Additional Information

Hiring Manager: Alena Jakubowski

Link to apply: <https://www.vertexinc.com/company/careers/opportunities>

Bonus Eligibility

*Vertex is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.*

*While performing the duties of this job, the work environment may require an individual to be able to sit or be stationary at a computer and use computers for extended periods of time and move freely around the building. Travel may be required*