Payroll Tax Compliance Analyst

Accounting Department

Summary:

The Payroll Tax Compliance Analyst will monitor all employer and employee tax contributions and reconciliations for the firm. The role will report to the Payroll Manager, and is critical to ensuring the organization is compliant with federal, state and local payroll tax legislation.

An accounting or payroll background is important for the Payroll Tax Compliance Analyst, with in-depth knowledge of payroll procedures, tax legislation, accounting practices, and audit requirements. This is a highly specialized role with a high degree of responsibility.

Apply

Qualifications:

- BA/ BS degree in Accounting / Business/ or Tax (or equivalent experience).
- Expert knowledge of Workday required, at least 5 years preferred.
- At least 5 years of Payroll and Tax experience.
- 3 plus years in multi-state Payroll Tax environment
- Demonstrated leadership and proactivity/initiative.
- Attention to detail and ability to work accurately under deadline pressure.
- Maintain confidential information discreetly and protect employee privacy.
- Service orientation and collaborative attitude.

Duties and Responsibilities:

Payroll Tax

- Analyzes multi-jurisdiction payroll tax data and performs calculations, and ensures that payroll information is reported to federal, state and local agencies as may be required.
- Ensure the preparation and processing of accurate and timely federal, multi-state and multi-jurisdiction withholding tax payments and returns.
- Handle correspondence with Workday, ADP, and other payroll-related entities, including all federal and state compliance notices from tax and/or other regulatory agencies; track progress from receipt of notice to resolution.
- Accountable for detailed analysis of all payroll entries that impact the accuracy of tax withholding and reporting.
- Design, document, and review payroll tax processing and reconciliation procedures.
- Work with the Payroll Director and Payroll team to organize and facilitate ongoing development, evaluation and maintenance of documentation to ensure complete, accurate, and up-to-date depiction of processes.

Compliance

- Responsible for reconciliations and balancing between third-party tax reports and Workday tax reports to ensure accurate monthly, quarterly, and year-end reporting.
- Partner with General Ledger Team to ensure prompt reconciliation to tax variances.
- Monitoring of legislative changes.
- Generating reports for internal and external audits.
- Active role integrations and other projects.

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Duties and Responsibilities (continued):

- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt
Reports To: Payroll Manager
Workplace Type: Hybrid (as needed)

Salary range is $74,800-$98,000 dependent on experience level and varies based on geography/ candidate location.

We welcome applications from candidates who are authorized to work in the United States for any employer. Please note that the firm is not able to provide or assume employment visa sponsorship for this position.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

https://www.cov.com/en/careers/staff/benefits

View Covington job applicant privacy notice here:

https://www.cov.com/en/job-applicant-privacy-notice

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.