

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 Director, 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.

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Qualifications:

- BA/ BS degree in Accounting / Business/ or Tax (or equivalent experience).
- 5 years of payroll and tax experience.
- 3+ years in multi-state payroll tax environment.
- Expert knowledge of Excel.
- Ability to present technical data in a clear and concise manner to various audiences.
- Expert knowledge of common HRIS - Workday preferred.
- Attentive to detail and ability to work accurately under deadline pressure.
- Maintain confidential information discreetly and protect employee privacy.

Duties and Responsibilities:

- 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.
- Responsible for reconciliations and balancing between third-party tax reports and Workday tax reports to ensure accurate monthly, quarterly, and year-end reporting.
- 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.
- Partner with General Ledger Team to ensure prompt reconciliation to tax variances.
- Monitoring of legislative changes.
- Ongoing monitoring of various tax rates and ensuring proper rate setup in Workday and ADP.
- Incorporation of legislative changes into the HRIS and payroll system.

Qualifications (continued):

- Service orientation and collaborative attitude.

Duties and Responsibilities (continued):

- Generating reports for internal and external audits.
- Active role with integrations and other projects.

Status: Exempt

Reports To: Payroll Director

Workplace Type: Remote (must be local to DC, NY, or BO office)

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