

Job Title: Payroll Tax Processor
Reports To: Director of Finance
FLSA: Non-Exempt

Qualifications: Experience or a strong desire to learn processing and making payroll tax payments, responding to tax notices, setting up companies with individual states and preparing and submitting state and federal payroll tax reporting. Strong ability to use Excel proficiently including sort, filter and subtotal functions. Must be detailed oriented, organized, able to multi-task and be a team player!

Job Functions:

- Daily, download files into Master Tax
- Daily, process tax payments as required
- Prepare all payroll tax reporting, including but not limited to, Federal 941, State 941, SUTA, FUTA and County requirements
- Respond to IRS and other regulatory inquires as requested
- Set up new clients and register with states as needed
- Perform other duties as assigned