



Job Title: AVP of Payroll Tax
Department: Payroll Tax
FLSA Status: Full Time & Exempt
Reports To: VP of Payroll Tax

Position Summary: The AVP of Payroll Tax manages the payroll tax department. Responsibilities would include handling federal, state, and local payroll tax compliance, preparation of various payroll tax payments and returns, as well as working directly with client to resolve tax related issues.

Key Responsibilities:

- Ensure that the organization is in compliance with federal, state and local tax regulations by performing periodic audits, as well as organizing and maintaining tax records
- Resolve payroll tax discrepancies by collecting and analyzing information and making changes
- Manage and update payroll tax system
- Maintain professional and technical payroll tax knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional organizations
- Research payroll laws and regulations at the federal, state and local level as needed
- Process and maintain payroll tax payments and returns for the organization which includes reconciliations
- Performs other duties as assigned or apparent

Desired Knowledge, Skills and Abilities:

- Oversee staff operations, business planning and budget development of HR programs.
- A thorough knowledge and understanding of payroll tax and the regulatory environment, which includes federal, multi-state, and local tax regulations as well as the ability to read, understand, and analyze highly complex regulatory payroll tax information
- Ability to communicate complex payroll tax information to all levels of the organization and clients
 - Working knowledge of payroll software systems to prepare and process payroll tax requirements
- Interpret and analyze complex data, make determinations free from immediate direction, and ensure that payroll taxes are appropriately processed
- Experience in processing tax filings and payments via e-file, mag media and EFT debit and credit, including conversions
- Must be results-oriented and able to perform multiple projects or tasks in a timely and effective manner
- Intermediate to advanced Excel skills
- Must have excellent time management and organizational skills

Minimum Qualifications:

- 5-10 years multi-state, multi-jurisdiction and high-volume payroll tax experience
- Minimum 4 years of leadership experience
- Professional Employer Organization (PEO) or related industry experience preferred



- MasterTax and PrismHR software experience a plus
- Certified Payroll Professional (CPP) preferred

Please send all resumes in a WORD or PDF format to walter.sabrin@vensure.com