

## Position Description

<b>Position Title</b> <b>Employment Tax Analyst II</b>	<b>Department Name</b> <b>Consolidated Employment Tax Services (Dept 815)</b>	
<p><b>DEPARTMENT OVERVIEW</b></p> <p>The Consolidated Employment Tax Services Department provides regulatory and quality tax compliance services for each entity within the corporate structure. The Department ensures compliance with all mandated federal, state and local employment tax laws. The department serves over 650 employers involving over 200,000 employees, files over 10,500 tax forms, and remits approximately \$3.7 billion annually.</p>		
<p><b>JOB SUMMARY</b> (Primary purpose of the job)</p> <p>The Employment Tax Analyst II must understand the intricacies of employment tax regulations and possess the necessary skills to accurately comply with these regulations. They are responsible for both the complete filing and accurate payment of state withholding, disability, unemployment and local withholding taxes. The Analyst will also prepare Federal Form 940 and files W-2 information with each jurisdiction annually for multiple entities. The Employment Tax Analyst works closely with the Payroll Service Centers’ payroll Analysts to ensure all employment taxes are withheld and accrued accurately to conform to governmental fiscal directives.</p>		
<p><b>GENERAL RESPONSIBILITIES</b> (The essential responsibilities and accountabilities of this position.)</p> <p><b>Employment Tax Services</b></p> <ul style="list-style-type: none"> <li>• Prepare filings and payments of state unemployment, state and local withholding, state disability and a variety of specialty employment taxes.</li> <li>• Create journal entries to allocate tax liability expenses and credits to appropriate facility.</li> <li>• Analyze tax assessment notices, research, and initiate problem resolution in writing in a timely manner.</li> <li>• Update and maintain tax assessment notice database for accurate management reporting.</li> <li>• Develop a strong rapport with the payroll service center (PSC) Analysts.</li> <li>• Maintain compliance with regulatory agencies.</li> <li>• Apply for state and local withholding accounts for new corporate entities.</li> <li>• Maintain security through compliance with internal control standards and regulatory mandates.</li> </ul> <p><b>Quarterly and Year End</b></p> <ul style="list-style-type: none"> <li>• Prepare and file all regulatory reconciliation forms and research any applicable discrepancies.</li> <li>• Complete unemployment tax returns and transmit files and signed documents to appropriate jurisdictions.</li> <li>• Reconcile W-2 reports and communicate discrepancies to payroll Analysts.</li> <li>• Format and submit state W-2 records according to the individual state filing requirements. Resolve issues with rejected files and re-submit.</li> <li>• Amend returns as necessary.</li> </ul> <p><b>Research and Communication</b></p> <ul style="list-style-type: none"> <li>• Analyze weekly deductions for accuracy and completeness and communicate any discrepancies to PSC payroll Analysts.</li> <li>• Instruct PSC payroll Analysts on employee corrections and adjustments discovered during tax filing to ensure accurate financial reporting and tax filings.</li> <li>• Instruct payroll Analysts on necessary General Ledger corrections.</li> <li>• Respond to questions from regulatory agencies regarding tax payments.</li> </ul> <p><b>CRITICAL WORKING RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>• Payroll Service Center (PSC) Payroll Analysts</li> <li>• Unemployment Consultants</li> </ul>		

# HCA

- Regulatory Agencies

**EXPERIENCE** (Minimum relevant work experience for successful job performance.) (Check one)

- Less than 1 year  
 1-3 years  
 3-7 years

More than 7 years

Other preferred/required experience:

**Experience must be within the Payroll/Employment Tax Field**

**EDUCATION** (Minimum formal academic training which typically provides the knowledge and skills necessary for successful job performance. Note in Other if experience may be substituted.)

- High School Graduate/Equivalent  
 College Graduate Preferred  
 College Graduate Required Undergrad  
 College Graduate Required Graduate  
 College Graduate Required Other

Technical Training

Other as Noted:

**SPECIAL QUALIFICATIONS** (Required licenses, certificates, specific skills, personal traits.; e.g., RN, CPA, able to type 90 wpm, detail orientation.)

- Bachelor's Degree Preferred (Accounting)
- Multi State and Local Employment Tax Experience
- Must be proficient with Microsoft Word and Excel
- Experience with tax preparation software is preferred
- BNA or CCH tax research databases experience also preferred

**PHYSICAL DEMANDS/WORKING CONDITIONS** (Specific statements of physical effort required and description of work environment; e.g., prolonged sitting at CRT.)

**Specific Skills**

Excellent ability to exercise good judgment

Ability to adjust to changing situations and priorities

Communication skills (oral & written)

**Preferred Knowledge:**

General Ledger and Intercompany Accounting

Lawson Payroll System and/or BSI

Empower/FLS Tax Software

**Physical Demands**

Prolonged sitting

Occasionally lifting up to 30 lbs.