**Payroll Tax Accountant**

This position is responsible for all payroll tax-related tasks, such as payroll tax filings, tax payments, tax table setup in the University’s HR/Payroll system, and employee tax setup. Prepares and manages delivery of W-2 forms, 1042 and 1042S forms, and other related filings. This position includes but is not limited to, government reporting and W-2 reporting compliance. Also responsible for HR/Payroll enterprise system testing as needed to ensure updates and upgrades in payroll software are functioning as anticipated.

**Duties and responsibilities**

* Responsible for the preparation of accurate and timely payroll tax deposits, including federal as well as multi-state and local taxes.
* Answer employee questions regarding payroll tax inquiries in ways that are responsive to the caller’s needs and communicated in user-friendly terms, rather than complex tax language.
* Create and submit 100% accurate payroll tax payments and quarterly returns (multi-state, federal 941 and 1042) by each published deadline.
* Assist and backup benefit vendor payment processing in close collaboration with the HR Benefits department and the Payroll vendor accountant, to ensure accuracy and timeliness.
* Participate in fiscal and calendar year-end activities including W-2/W-3 and W-2c/W-3c processing and accurate balancing to the institution’s general ledger and to 3rd party tax vendor.
* Timely and accurately responds to and resolve tax notices when necessary; quickly notifies Payroll management of any such notices and escalates complex issues that cannot be resolved independently.
* Balances all payroll tax payments to the general ledger and assists Finance/Accounting with reconciliation questions, to avoid under- and over-payments.  Initiates journal entries for Finance approval, to record ledger activity as needed.
* Works proactively to maintain current knowledge of all tax regulatory changes and tax trends within the industry and at the federal state, and local levels in which the University has a tax presence.
* Responsible for the ongoing accurate documentation of all internal payroll tax procedures and user documents, including adherence to current record keeping policies and procedures.
* Documents comprehensive, thorough payroll system test plans and test cases for new updates.
* Performs validation testing for HR/Payroll system updates; analyze and document all issues discovered during testing and report to appropriate levels of management.
* Identify, develop, and implement opportunities for process improvements to more efficiently run payroll-related processes or to improve controls and compliance as they relate to payroll tax and deduction processing and filings.

**Profile of an Ideal Candidate**

* Minimum 3 years payroll experience is required.
* Multi-state taxation and the taxation of nonresident foreign national employees under tax treaties is required.
* Strong working knowledge of enterprise-wide HR/Payroll systems for a large, complex organization that handles its payroll largely in-house is required.
* Bachelor’s degree or equivalent professional experience is strongly preferred.
* Certified Payroll Professional (CPP) is strong preferred.
* Proficiency in Excel is required, including the ability to run complex pivot tables, V-lookups, and sum-if scenarios.
* Proficiency in Outlook, Microsoft Word, and other common business software is preferred.

**About Vanderbilt Benefits**

In addition to offering a lively community that encourages learning and celebrates diversity, Vanderbilt University offers a competitive, flexible benefits package including health, dental, vision, life, accidental death & dismemberment, disability insurance, paid time off, and a 403(b) retirement plan with employer match. Vanderbilt offers tuition assistance to employees, spouses and dependent children. Also, after five years of service, Vanderbilt will pay up to 55% of the tuition for up to three dependent children to earn a bachelor's degree. Learn more about Vanderbilt's benefits at [*VU Benefits Overview*](https://hr.vanderbilt.edu/benefits/2018-Benefits-Overview_Future-Employees.pdf).

**About Vanderbilt University**

Vanderbilt is a renowned private institution founded in 1873 and located in the heart of Nashville, Tennessee. The university’s students and faculty frequently cite Nashville and the surrounding area as one of the many perks of being a part of the Vanderbilt community. Vanderbilt University is a place where your expertise will be valued, your knowledge expanded, and your abilities challenged. It is a place where your diversity is sought and celebrated. It is a place where employees know they are part of something bigger than themselves, take exceptional pride in their work and never settle for what was good enough yesterday. Vanderbilt was recently ranked #2 for “best quality of life” and “great financial aid,” #5 for “best run colleges” and “beautiful campus,” and #6 for both being in a “college city that students love” and having “great campus/city relations.”

**Qualifications**

Vanderbilt University is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply.