

Senior Payroll Tax Analyst
Dana-Farber Cancer Institute
Brookline, MA
Full Time – Hybrid

The Sr. Payroll Tax Analyst will be responsible for the reconciliation of the payroll tax area. The position identifies, analyzes, controls, calculates, prepares, audits, and maintains statutory requirements for US Federal, and all State and Local tax authorities. The Sr. Payroll Tax Analyst will be responsible for assisting with all tax filings which include amendments on a pay period, monthly, quarterly, and annual basis, including W-2's and 1042s.

Responsibilities

- Collaborate with Assistant Payroll Tax manager to maintain accurate Payroll Tax withholding calculations in accordance with Federal, State, and local regulations within the payroll system.
- Reconcile and prepare tax payments each pay period for Finance approval and submission to Third Party Authority.
- Works with Third Party Authority to prepare paper and or electronic tax filings monthly, quarterly, and annually for all tax jurisdictions.
- Assists HR Onboarding and TPA to register DFCI in new state jurisdictions for SUI and Tax withholding.
- Analyze and monitor system setup and tax impact of General and Benefit deductions such as Parking, MBTA Pass, Cafeteria benefit plans, Retirement Plans, and other company plans in accordance with IRS annual limits.
- Oversee rules for garnishments, tax levies and payments ensuring accurate system setup and compliance.
- Review State unemployment (SUI) wage bases and rates for accuracy and reporting.
- Maintains Tax Navigator database and performs tax analysis for non-resident employees to ensure accurate tax withholding and setup in Payroll system.
- Ensure compliance with other related statutory requirements that have payroll, payroll tax and payroll tax reporting impact, including actively researching new or pending legislation for potential changes, analyzing, and communicating associate impacts.
- Supports system testing, analysis, and implementation of all Peoplesoft, Tax Navigator and ADP updates for system accuracy and maintenance.
- Utilizes available resources to stay current with all areas of payroll tax.
- Participates in various ad-hoc and routine projects and requests as needed.

Qualifications

- Bachelor's degree in accounting or finance or related field required.
- 5 years of payroll experience with direct experience in payroll tax required.
- 3 years multi-state tax filing processes including communication with jurisdictions for resolution of tax issues.

For more information and to apply, please visit: <https://careers.dana-farber.org/senior-payroll-tax-analyst1>

About Dana-Farber Cancer Institute

Located in Boston and the surrounding communities, Dana-Farber Cancer Institute is a leader in life changing breakthroughs in cancer research and patient care. We are united in our mission of conquering cancer, HIV/AIDS, and related diseases. We strive to create an inclusive, diverse, and equitable environment where we provide compassionate and comprehensive care to patients of all backgrounds, and design programs to promote public health particularly among high-risk and underserved populations. We conduct groundbreaking research that advances treatment, we educate tomorrow's physician/researchers, and we work with amazing partners, including other Harvard Medical School-affiliated hospitals.

At Dana-Farber Cancer Institute, we work every day to create an innovative, caring, and inclusive environment where every patient, family, and staff member feels they belong. As relentless as we are in our mission to reduce the burden of cancer for all, we are equally committed to diversifying our faculty and staff. Cancer knows no boundaries and when it comes to hiring the most dedicated and diverse professionals, neither do we. If working in this kind of organization inspires you, we encourage you to apply.

Dana-Farber Cancer Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other characteristics protected by law.