

Tax Research Analyst

About MPAY, Inc.

MPAY, Inc. has been a producer of high-end enterprise applications for the Payroll/HR industry since 1995. Our Windows-based product, Millennium, is being used by independent payroll providers across the country to produce tens of millions of checks each year.

MPAY is currently seeking qualified candidates for the position of:

Tax Research Analyst

The Tax Research Analyst is responsible for providing excellent client service through investigating, researching and analyzing simple to complex issues regarding MPAY's products as well as educating clients on product capabilities and advanced features.

Essential Duties and Responsibilities

- Research tax law to maintain current all existing tax codes, tax forms, SUI mag media, W2 mag media, year-end, retirement limits, and deduction type taxation.
- Research new and upcoming tax changes as tax agencies make changes. This includes the federal, state, and local levels.
- Update tax forms when new forms are released or when a change is needed.
- Audit existing taxes to ensure they are correct. This includes their rate, address, deposit frequency and taxability.
- Work with Tax research analyst to complete projects within the department.
- Make new contacts with the tax agencies at the state and local level.
- Research, troubleshoot and assist Support Level 1 with tax issues as needed.
- Maintain and update tax spreadsheets and documentation folders.
- All other duties as assigned

Education and Experience Requirements

- 4 year degree or related professional experience required.
- 2 years payroll and MPAY product experience preferred.
- Excellent oral and written communication in conjunction with presentation skills.
- Strong attention to detail and organization skills.
- Advanced troubleshooting and problem solving skills.
- Excellent customer relation skills required.
- Able to work autonomously and with excellent time management skills required.
- An understanding of federal, state, and local taxes and their effect within the payroll industry.
- Ability to work with others in a team environment required.
- Computer system proficiency required.
- Working knowledge of basic Microsoft SQL Queries is preferred.
- Working knowledge of basic VB scripting is preferred.

MPAY offers an excellent benefits package including medical, dental, flexible spending, health savings, 401(k) with employer match and more.

Company
MPAY, Inc.

Locations
Peoria, IL

Status
Full-time

Job Category
Client Services

Education Level
Bachelor's Degree preferred

Relevant Work Experience
3+

Reports To
Lead Tax Support
Administrator

How to Apply
For consideration, candidate must e-mail [cover letter, resume and salary history](mailto:supportjob@mpay.com) to: supportjob@mpay.com. Please reference Job Code TRA-M-01.

No correspondences from placement agencies will be accepted or considered.

Relocation costs are not provided.

No phone calls please.

