



GLOBAL WORKFORCE DEPLOYMENT

POSITION: Payroll Tax Analyst

LOCATION: 7685 Hurontario Street, Suite 600, Brampton, ON L6W 0B4

REPORTS TO: Controller

COMPANY OVERVIEW:

People 2.0 (www.people20.com) offers global Employer of Record (EOR) and Agent of Record (AOR) services tailored to serve two distinct client channels: Market Makers in talent and Independent Contractors.

The “Market Makers in talent” channel is comprised of services that match supply and demand for talent and consists of four segments: staffing agencies, search and recruiting firms, mass talent procurement services and consulting/compliance/contracting organizations. By utilizing People 2.0, Market Makers gain the benefit of adding EOR and AOR deployment options to the talent placement services they provide.

The universe of “Independent Contractors” consists of professionals and workers who contract for work either as an individual or through a form of personal incorporation. People 2.0 supports Independent Contractors by unburdening them from all administrative aspects of their deployment arrangements.

Headquartered in the USA, near Philadelphia, PA, People 2.0 ranks among the largest independent workforce deployment platforms in the world. Services are provided through in-country establishments in 40 countries spread across three regions - the Americas, EMEA and Asia Pacific. People 2.0 is majority owned by TPG Growth, the growth equity investment platform of TPG, one of the most prominent investment firms in the world, with the remaining equity being held by CIP Capital and People 2.0 management.

POSITION OVERVIEW:

The Payroll Tax Analyst is responsible for assisting in the withholding, reporting or filing and remittance of all applicable statutory payroll taxes. They participate in processes related to daily, monthly, quarterly and year-end payroll tax filings for multiple employer entities in multiple states. They monitor the payroll system tax tables, prepares tax reconciliations and tax return amendments as needed, reviews and analyzes tax notices, and communicates with taxing authorities as necessary.

KEY RESPONSIBILITIES:

- Preparing periodic Payroll Tax Remittances and filing reports with respective government agencies.
- Following up with government agencies on discrepancies and responding to requests for information that pertain to remittances and payroll reports.
- Communicating with members/affiliates/customers on matters pertaining to administration of their government accounts.

- Updating government remittance schedules for all employers/accounts to ensure these are processed within required deadlines.
- Providing feedback to management on Payroll tax matters that require attention and seeking management support where required.
- Investigating payroll tax discrepancies in the general ledger and resolving them or seeking support where necessary.
- Posting journal entries to reflect all government remittances or other adjustments as required.
- Posting Accounts Payable invoices and preparing payments for approval via cheques, ACH, Wires or other form of payment.
- Filing and maintaining documents pertaining to government filings and Accounts Payable.
- Communicating with the Senior Financial Analyst on items that require allocations from prepaids/accrued liabilities that pertain to Accounts Payable transactions.
- Communicating with vendors and suppliers on matters pertaining to invoice payments.
- Following up with the payroll department on matters pertaining to garnishment payments.
- Monitoring and responding to items in the shared department inbox.
- Other duties as assigned by management.

REQUIREMENTS:

- College diploma in Accounting or Finance.
- Experience in handling a high volume of transactions.
- Intermediate Excel skills.
- Payroll tax experience an asset.
- Dynamics GP experience an asset.