

## The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Payroll Tax Administrator      GRADE: 28    DATE: 8/26/2020  
SERIES: Corporate Accounting and Finance      CODE: 1236    EEO: Professional    FLSA: Exempt

### Class Definition:

Under direction and within the Department of Finance, administers the payroll program and is responsible for all payroll tax activities, including compliance with local, state and federal regulations and filing local, state and federal payroll tax returns of the Commission. Performs a full range of programmatic work as an individual contributor; ensures regulatory compliance and programmatic effectiveness across the payroll program. Prepares, processes and audits payroll documents, procedures, deductions, calculations and tax returns. Ensures compliance with applicable regulatory requirements. Performs complex and varied payroll and tax duties. Provides leadership for payroll staff in daily activities, training and the application of policies and procedures. Makes recommendations to implement or improve payroll policies, processes and procedures or makes other enhancements from a systemic perspective. Some work is highly confidential or highly sensitive. Work (as individual contributor and program coordinator) affects the Commission's compliance with requirements and the effectiveness of the accounting or systems for payroll. Applies comprehensive knowledge of payroll accounting, federal, state and local regulations regarding payroll reporting and tax filings along with good working knowledge of accounting practices and processes of the Commission altogether to ensure one's own work is accurate. Independently performs various types of analyses and solves conventional, non-standard and challenging problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of the functions, priorities and requirements of specific assignments, known or suspected problems. The incumbent independently leads, plans and carries out the work in conformance with these parameters, established policies or procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guidelines. The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or very sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results, and is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

### Examples of Important Duties (Estimated Percentages):

#### A. Tax Compliance (±80%)

- Leads payroll tax activities and filings to ensure compliance with local, state, and federal regulations and the calculation and reporting of tax liabilities.
- Prepares and pays tax deposits each pay period. Prepares and files payroll employment tax liabilities for employees and the Commission. Produces accurate calculations for payroll tax payments. Calculates year-end taxes and prepares wage and tax statements for the Commission. Reviews payroll for accuracy of tax codes and tax calculations.

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- Researches and audits payroll taxes in the system for federal, state and local jurisdictions. Resolves all tax issues/reconciliations. Participates in projects and research that relates to payroll tax compliance/production. Researches regulatory changes and ensures the Commission is in compliance.
- Supports tax administration for the Commission through the management of tax notices and audit requests.
- Administers the payroll tax calculation software to process payroll. Maintains customized payment overrides, tax codes and authorities. Maintains data sets for production and test systems.
- Manages all tax reporting and filing for all jurisdictions and legal entities. Prepares accounting records and reports such as federal and state tax reports.
- Responds to questions and special requests from employees and regulatory agencies regarding taxes, applicable laws and regulations, and payroll withholding procedures. Informs supervisor of payroll adjustments needed to avoid errors. Generates responses to government tax inquiries.
- Reviews, verifies and processes payroll related records and documentation. Processes and issues W-2 forms to employees; publishes forms to employee document self-service.

### B. Payroll Program ( $\pm 10\%$ )

- Provides leadership, guidance and review of overall payroll work program.
- Reviews and monitors employee withholdings and employer contributions. Reconciles general ledger payroll liability accounts. Prepares payments and journal entries.
- Identifies problems and provides solutions to maintain and improve payroll system.
- Provides support with the closing and processing of payroll; provides back-up support to payroll staff, as needed.

### C. Other (10%)

- Maintains current knowledge regarding federal, state and local regulatory compliance; and maintains knowledge of Merit System Rules and Regulations and Collective Bargaining Agreements. Provides input to payroll process enhancements, documentation and resolutions of issues.

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- Maintains confidentiality of data, including legally-protected personal information, proprietary and pre-decisional information not subject to public information disclosure, sensitive compensation data, general ledger information and other sensitive information.
- Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Actively listens to ascertain key information, including concerns, wants, needs of stakeholders, in relation to payroll matters; seeks to obtain agreement, gain compliance or achieve other desired results. This includes ensuring that others understand Commission policies and procedures, identifying problems with vendors and field staff, and proposing solutions.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), manipulating data, accounting, word processing, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions.

### Important Worker Characteristics:

- A. (1) Comprehensive knowledge of, and skill in applying, the principles, methods, techniques and generally accepted practices of payroll accounting; this includes (a) federal, state and local regulations regarding payroll reporting and tax filings; (b) accounting practices; (c) payroll processing; (d) income tax withholding and Federal Insurance Contributions Act (FICA); and (e) Fair Labor Standards Act (FLSA).  
(2) Knowledge of applicable automated payroll, accounting and timekeeping systems.  
(3) Knowledge of Commission organization, policies, and procedures\*.

*\*Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in assigning or reviewing tasks, setting the pace, and otherwise assisting the supervisor by performing group leader work or ability to rapidly acquire knowledge and skill set.
- C. Considerable skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include analyzing and resolving complex payroll issues; analyzing and evaluating complex data to solve problems involving many variables.

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- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other desired action(s). This includes skills in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- F. Skill in using a computer, modern office suite software, enterprise software and specialized software.

### Minimum Qualifications (MQs):

1. Bachelor's Degree in Finance, Accounting, Business Administration or any related field.
2. Four (4) years of progressively responsible experience in payroll and payroll taxes.
3. An equivalent combination of education, training and experience may be substituted, which together total 8 years.

### Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort. May be subject to various job demands such as high volume of work and tight deadlines. Works occasional evenings, weekends, and holidays.