
Title: Tax Analyst

Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

Visit [People20.com](https://people20.com).

Position Overview

People 2.0's Tax Department is responsible for all indirect tax filing and compliance, special projects, research and audits as needed. The Tax Analyst's responsibilities will be to support the operation, legal and finance teams to ensure quality and timely service to clients as well as internal and external customers.

Specific Responsibilities

- Research and resolve Federal, State and Local correspondence regarding payroll, sales, net profit and property taxes
- Assist with weekly, monthly, quarterly and annual federal, state, and local tax filings
- Process and remit accurate payroll tax payments generated out of the MasterTax system on a daily basis.
- Process monthly Sales Tax returns
- Assist with the filing and payment of Net Profit Returns
- Assist in the filing of Property Tax Returns
- Balance to the accruals when completing quarterly returns
- Establish relationships with taxing agents
- Perform other duties as assigned

Skill and Qualifications

- Up to 2 years of work experience, preferably in payroll and sales tax
- Undergraduate degree in related fields or equivalent training and experience
- Highly detail-oriented
- Strong written and verbal communication skills
- Process-driven while able to be resourceful and adaptable; you know how to organize and prioritize your workload
- Proficient skills using MS Office with strong experience using Excel
- ADP MasterTax experience is a plus
- Attention to detail with an emphasis on accuracy and quality to minimize risk of errors
- Strong analytical and mathematical skills

Title: Tax Analyst

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.