

**CAREER JOB:**  
Payroll Tax Supervisor



## REWARDING CAREERS IN THE PROFESSIONAL SERVICES INDUSTRY

The professional services industry anticipates hiring approximately 8,500 payroll tax supervisors over the next five years. Payroll tax supervisors are responsible for timely payments of payroll taxes, including reconciling to general ledger and preparing journal entries. Success in these positions begins with a career- and college-ready high school diploma and a bachelor's degree in accounting, business or a related field. Professional certifications, such as a CPA, CPP or FPC are preferred but not required. Interested students are encouraged to pursue accounting internships during and after their postsecondary program.

### THE JOB

#### THE BASICS:

- » Industry: Professional services
- » Starting Salary: \$53,000 per year
- » Hiring Need (5 years): 8,5000
- » Companies Hiring: TrueBlue, Tableau, and many others

#### THE ROLE:

- » Responsible for timely payments of payroll taxes, including reconciling to general ledger and preparing journal entries
- » Keep the payroll tax manager in the communication loop for all outstanding issues and fees regarding daily compliance and federal taxes

### CANDIDATE PROFILE

#### EDUCATION REQUIREMENTS:

- » Bachelor's degree in accounting, business or related field (preferred)

#### WORK EXPERIENCE:

- » Minimum of 3 years experience in payroll and accounting

#### SKILLS REQUIREMENTS:

- » Practical knowledge of payroll processing, general payroll policy, government regulations and payroll tax requirements
- » Multi-state tax experience
- » Strong analytical skills and attention to detail

### PATHWAYS

#### K-12

- » Coursework emphasizing:
  - Mathematics
  - Statistics
  - Accounting

#### POSTSECONDARY

- » Major in accounting or business management
- » Take coursework that will lead towards professional certifications (e.g. CPA, CPP, FPC)

#### CAREER

- » Seek internships within accounting
- » Complete certifications for payroll and accounting (e.g. CPA, CPP, FPC)