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# Example of Associate, Compensation Job Description

Our growing company is looking for an associate, compensation. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for associate, compensation

* Fund contributions to 401k, pension, HSA, flexible spending accounts
* Fee sharing & carried interest calculations/allocations
* Participate in market compensation studies and compile competitive market data
* Manage annual review process including distribution and collection of forms
* Assist the Compensation team and HR generalists by providing compensation knowledge to the business regarding offer recommendations, promotions, salary adjustments
* Manage the administration of incentive programs
* Communicate with business customers to establish data requirements
* Create tools or queries to obtain data from central data repository for the purposes of reporting and analysis
* Identify and implement process, data, and reporting improvements for incentive execution
* Create and work with appropriate systems

## Qualifications for associate, compensation

* Support the compensation year-end process for MRTs, maintaining database and ensuring that the delivery of annual incentives to MRTs are processed in accordance with company policies, compliant with regulatory requirements
* Support the communications exercise to MRTs and their managers
* Prepare reporting and disclosure documents for the PRA/FCA and other regulatory bodies, liaising with Risk, Finance and Compliance as appropriate
* Act as the first point of contact for regulatory compensation questions from HR colleagues, MRTs and their managers
* Liaise with colleagues in HR, Legal, Compliance, Risk and Finance to ensure awareness of the requirements and develop solutions
* Maintain an annual regulatory remuneration and deferred compensation calendar and ensure that all statutory reporting deadlines are met