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# Example of Compensation Analyst, Senior Job Description

Our innovative and growing company is looking to fill the role of compensation analyst, senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for compensation analyst, senior

* Assist with the timely review and filing of Form 4s for Section 16 Insiders
* Work with SOX and external auditors to ensure regulatory compliance of compensation processes
* Act as a resource and subject matter expert in compensation programs, policies, and legislation governing compensation
* Interact with all levels of management to help develop, implement, communicate, and administer base and variable pay programs
* Partner with management to interpret compensation policies and provide analysis, advice, education, and solutions to compensation issues
* Perform complex cost impact analyses and preparing special analyses, studies, and recommendations on subjects such as pay strategies to ensure market competitiveness, setting appropriate starting pay, incentive/sales compensation, and developing salary structures
* Utilize the Global Career Framework for job evaluation and leveling, establishing market pricing benchmarks, salary structure assignment, incumbent analysis, and incentive target recommendations
* Administer annual merit review for the US region, including manager training and manager/HRBP guidance
* Processing acceleration or forfeiture in BAML
* Sending AST forfeiture letters

## Qualifications for compensation analyst, senior

* Supporting the Senior Compensation Advisors with professional business related research and analysis
* Strong team player and ability to work independently in a team
* Strong compensation skills
* Completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in a major such as human resources, or related
* Certification as a Compensation Professional
* Experience with HRIS systems (reporting, maintenance)