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# Example of Compensation Associate Job Description

Our innovative and growing company is hiring for a compensation associate. 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 compensation associate

* Collecting and processing timesheets for Non-exempt employees
* Preparing journal entries at a cost center level to capture payroll, incentive compensation and stock based compensation activity
* Interfacing with third party administrators to transmit payroll data to external vendors on a semi-monthly basis
* Provides administrative support to the Compensation department
* Administers, clarifies, writes, and provides maintenance on job descriptions
* Performs data entry into the HRIS system to support the administration of the Position Management system
* Participate in efforts to ensure core compensation framework is updated regularly and remains market competitive
* Actively participate in the development of reporting tools
* Generate ideas to improve project processes and the final product provide recommendations for possible solutions to reported issues
* Reporting and accounting, both internally to external authorities

## Qualifications for compensation associate

* Proficiency with strong analytical skills
* 1 year experience structuring technical work
* 3+ years of Compensation and Operations experience
* 5+ years of Ohio Workers’ Compensation Defense experience
* Experience and comfort handling a high volume practice
* Contribute to the analysis of regional regulatory compensation requirements and the development of policies, tools and techniques to ensure compliance