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# Example of Compensation & Benefits Analyst Job Description

Our growing company is looking to fill the role of compensation & benefits analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for compensation & benefits analyst

* Perform job evaluations using Mercer IPE
* IV’s Long-term incentive process
* Provide day to day operational support for key HR processes and tools related to global compensation, benefits and equity compensation matters
* Perform other reasonable duties as assigned by direct manager
* This position reports to the Senior Director, Compensation & Benefits and will interface regularly with other members of the HR team
* You will implement Compensation and/or Benefits Strategy
* You will execute regional and/or global C&B processes to support and align with the business's needs and strategy
* You will manage the annual data submission to salary and benefit surveys internationally
* You will support job matching and job evaluation processes
* Among your responsibilities will be to support the annual salary review process with data preparation and data analysis, updating of the compensation system

## Qualifications for compensation & benefits analyst

* Ability to communicate clearly and effectively, both verbally and in writing, to develop and deliver presentations at a level appropriate to the audience being addressed
* Experience with Fidelity’s PSW preferred
* Excellent payroll knowledge with the ability to perform manual calculations
* Manage month-end close process and work closely with business partners to ensure accurate financial reporting
* Prepare benefits-related monthly executive management reports, providing insightful commentary on both the P&L and balance sheet, including monthly plan vs
* Interact and partner with LOBs and other Corporate areas in order to obtain, understand and analyze benefits financials