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# Example of Rewards Analyst Job Description

Our company is searching for experienced candidates for the position of rewards analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for rewards analyst

* On Compensation and Retirement but could include other total rewards areas such
* Analyze program transactional data, business rules and technical enhancement specifications to identify and resolve potential instances of illegitimate point earnings due to fraud
* Analyze and review large sets of data to determine root causes of any suspicious program activities and communicate findings to leadership
* Ensure all member stays & redemptions are legitimate, accurately recognized and posted systematically
* Manage any program requests related to program audits from Finance/Corporate Security/Compliance
* Submit invoices to Accounts Payable and route for signature
* Complete gift card monthly entry and work with Finance and business partner to resolve any questions and/or concerns
* Complete property tier level analysis and review property questions as they arise
* Perform monthly SOX Control reconciliations of program transactional data to ensure systems are aligned and problem solve for anomalies
* Analyze the property fraud report and work with member services to alert franchisees and reimburse properties appropriately

## Qualifications for rewards analyst

* Build deep understanding of the global benefits and be able to act as competent back –up for other team members
* Vendor management and addressing ongoing operation queries with vendors
* Constantly identify & drive process improvement and standardisation opportunities
* 3-5 years of relevant experience in global benefits programs and operations
* Must be open to work early/ late shifts
* Experience with a captive centre is highly desirable