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# Example of Sales / Compensation Analyst Job Description

Our company is growing rapidly and is hiring for a sales / compensation analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales / compensation analyst

* Responsible for maintaining reference tables and databases via SQL for commission calculation
* Compensation Reporting/cost modeling
* Work with Sr/Lead to develop and report metrics to assess plan/program effectiveness
* Manage efforts of technical and development teams
* Insure all commission payments, bonus and other payments are administered accurately and efficiently in accordance with the compensation policy and guidelines
* Manage the income summary process
* Assist in the participation of Market Survey Sales Analysis by compiling data, creating charts and PowerPoint presentations
* Provide input into plan design for new or changing bonus plans
* Act as liaison with the HRIS team for any systems changes required for any new or changed field bonus plans
* Quota forecasting, tracking and analyses

## Qualifications for sales / compensation analyst

* PowerPoint skills that can present at all levels of leadership
* Strong statistical analysis skills, attention to detail with a high degree of accuracy a must
* Experience with submitting survey data, interpreting survey results, and creating detailed reports required
* Ability to conduct job evaluations and create salary structures required
* Experience with supporting cyclical merit/bonus processes required
* Experience with job evaluations, using multiple survey and data sources, survey methodology and analysis preferred