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# Example of Senior Compensation Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior compensation analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior compensation analyst

* Roll forward quarterly amortization and vesting files
* Updating files for any accelerations/forfeitures that occur during the quarter
* Making sure employees address is correct/make any needed updates across all three companies in BAML
* Providing details of upcoming vest to payroll team prior to vesting
* Providing initial report to payroll team to confirm taxes are correct
* Approving all vestings and sending out a final report
* Reconciling shares in BAML against AST statements
* Updating capacity schedule with any activity that occurs
* Tracking Executives stock activity across the three companies
* Update the commissions system for new hires, terminations, and other headcount movement

## Qualifications for senior compensation analyst

* Ability to blend compensation philosophy, best in class compensation methods/programs, and business realities
* 3-5 years of strong financial analysis experience related to sales compensation including strong knowledge of compensation design
* Excellent skills in problem solving and ability
* Self-driven and strategic in thought processes to draft recommendations and conclusions after analyzing data
* Must have the ability to understand interdependencies of compensation and reward programs
* Demonstrated experience building relationships and working with multiple clients on large, complex projects, including independently identifying client needs and expectations