



# Example of Executive Compensation Analyst Job Description

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Our company is hiring for an executive compensation analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for executive compensation analyst

- Coordination of collection of equity grant information from various systems and spreadsheets into equity vendor's format for file loads of annual equity award grants
- Assistance with special executive awards grants and vesting processes
- Assistance with validation of participant data in equity vendor systems to ensure appropriate loading of awards
- Loading of grant awards into vendor system
- Processing equity plan provisions for awards at time of termination for exiting associates
- Collecting and loading new hire and other special grant information, ensuring our SOX audit guidelines are met and loading grants to equity vendor system and internal HR systems
- Reviewing awards and assigning codes for equity expense purposes based on direction from the Executive Compensation Director and Finance
- Monitoring insider trading status of equity holders and updating the vendor administration system for changes
- Assistance with M&A grant adjustment activity in the equity vendor systems
- Other equity administration and executive compensation activity as time permits

## Qualifications for executive compensation analyst

- Maintain executive compensation records in all H.R

- Analyze the competitiveness of client senior executive and non-employee director compensation
- Provides direct support to leadership (including Sr
- Minimum 6 years work experience in HR, compensation, finance, accounting or consulting, with at least 2 years as an analyst
- Support accounting various compensation plans and equity activities