



Example of Executive Compensation Analyst Job Description

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Our company is growing rapidly and is hiring for an executive compensation analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for executive compensation analyst

- Prepare various reports related to compensation and stock accounting for monthly and quarterly internal and external reporting requirements
- As needed, perform initial GAAP research on plan changes and new guidance related to stock compensation for US GAAP and IFRS, and participate in preparation of presentations and whitepapers
- Provide global accounting support for stock compensation including the monthly close, internal management reporting, and 10-K annual report including supporting analysis and disclosures
- Assist with the annual budgeting for compensation plans
- Prepare and review account reconciliations for bonus compensation
- Perform SOX controls and maintain evidence of control for areas of responsibility
- Assist with Earnings Per Share (EPS) calculation
- Assist with the administration of executive compensation services programs including RSU, Stock Options, and Performance Share programs, providing support as needed for current/retired executives and senior managers to resolve any questions or issues regarding these programs
- Support the administration, coordination and communication of executive compensation services programs for applicable events including new hires, terminations, special terminations, retirements, resignations, annual deferral elections, annual payments, dividend equivalent payments, and incentive plan

- Work with the Executive Compensation Services team to identify administrative issues and develop new administrative processes

Qualifications for executive compensation analyst

- A minimum of a Bachelor's degree from an accredited university or college is required
- Bachelor's degree in Accounting or Finance with a minimum of 6-10 years of related accounting experience
- Ability to apply and research technical US GAAP and IFRS requirements
- Ability to multi-task, consistently meet deadlines, and perform self-review of work product for quality in a dynamic environment
- Must have excellent analytical and problem solving skills to drive continuous improvement
- Knowledge of data processing systems in the accounting and financial reporting environment