



Example of Executive Compensation Analyst Job Description

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Our company is searching for experienced candidates for the position of executive compensation analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for executive compensation analyst

- Work with external vendors in a professional manner
- Counsel Human Resources colleagues regarding executive compensation issues
- Provide support as needed on all other areas of global compensation
- Work with Finance to model and analyze the Company's financial performance in relationship to our short-term and long-term incentive compensation plan designs
- Develop database and tools to monitor peer groups for relative financial performance, executive compensation and incentive compensation program design
- Forecast and model potential incentive compensation plan design changes and their impact on executive compensation and the Company's financial performance
- Perform pro-forma Pay-for-Performance test simulations as needed
- Participate in the implementation and administration of executive compensation programs and initiatives which include base, variable, and long term incentive pay
- Build models to forecast pro-forma equity overhang, utilization and burn rate calculations for stock incentive plans
- Draft compensation-related proxy tables and assist with preparation of the Compensation Discussion & Analyst (CD&A) for inclusion in the annual proxy statement

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- A minimum of 2 years of progressive experience in compensation
 - Experience with equity software or brokerage implementation (assisting in an RFP a plus)
 - Ability to work on multiple, diverse projects in a fast-paced environment
 - Assist in the compilation of quarterly perquisite data for Section 16B officers for annual proxy statement reporting
 - Support preparation of deliverables for C&O Committee meetings and respond to ad-hoc requests from Senior Management or C&O Committee Chair
 - BA/BS degree or equivalent in HR, Finance, Business Administration