



# Example of Executive Compensation Analyst Job Description

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Our innovative and growing company is looking to fill the role of 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

- Support all executive compensation activity, including job evaluations, external hiring, internal mobility, annual compensation processes
- Support coordination and preparation of materials for the meetings of the Compensation Committee of the Board of Directors , decks, monthly equity grants for all new hire and ad hoc stock grant requests, and Compensation Discussion and Analysis (Summary Compensation Table in the Proxy)
- All Executive Compensation administrative tasks
- Research and provide analysis on executive compensation, including structure of compensation, reviewing public filings (e.g., proxy statements, 8-Ks, Form 4s) and consultant benchmarking analyses
- Collaborate in the development of compensation items required for the proxy statement and interface with various company departments including Legal, Finance, Investor Relations and Corporate Governance on the annual proxy statement, public filings
- Provide compensation support for the organization as needed for special projects, broad-based compensation, retention correlation
- Support overall program management and administration of the annual bonus plan and compensation plan review and administration
- Support coordination and preparation of materials for the meetings of the Compensation Committee of the Board of Directors , decks, monthly equity grants for all new hire and ad hoc stock grant requests, Compensation

- Perform ad-hoc equity analyses to assist HR and business partners' evaluation of compensation arrangements for executives
- Act as primary liaison between Executive Compensation and Payroll departments for complex, non-routine equity transactions

### **Qualifications for executive compensation analyst**

- 2 to 6 years of demonstrated progressive responsibility in a financial analyst or executive compensation role
- CCP or GRP preferred (or progress toward either designation)
- Advanced knowledge of Oracle HR (or comparable software)
- Compensation and financial system experience preferred, Cognos reporting experience a plus
- Technical expertise and ability to apply logic, problem solve and deliver results on complex data analysis
- Ability to create a comprehensive analysis of competitor results including Total Shareholder Return, Earnings Per Share, Cash Flow