



# Example of Executive Compensation Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for an executive compensation analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for executive compensation analyst

- Work with external vendor to prepare and distribute equity grant documentation to participants
- Conduct research using tools such as Equilar to generate executive compensation information
- Responsible for notifying Office of the Secretary of any equity transactions that may trigger a Form 4 filing
- Develop and maintain executive compensation plan metrics to support strategy execution including Compensation Committee matters (e.g., shares granted, reserve, burn rate, ISS considerations )
- Assist participants on equity matters related to vesting, cancellation, retirement, termination and other related events
- Administer annual planning process for executive population (merit, bonus, STI, LTI )
- Performs ad hoc analysis related to executive compensation programs
- Maintain global job architecture to ensure jobs are levelled appropriately across the organization
- Conduct analyses of jobs, hourly wages, salaries, and incentives in order to evaluate internal equity, external competitiveness, and legal compliance of the company's pay practices
- Perform complex analysis using Microsoft Excel to include pivot tables, subtotal functions, etc

- 
- Experience with Internal Controls and SOX/404 requirements
  - Master degree in (Business) Economics, Business Administration (preferably Finance or Strategy), Econometrics or any other major with significant quantitative course work
  - Bachelor degree in Economics, Finance, Mathematics or business related disciplines from leading universities in Japan
  - 1-2 years relevant working in domestic/international companies is a definite asset
  - Having the sense or interest on corporate governance issue, capital market norm, Japanese regulation like business law, accounting standard, taxation and disclosure
  - Strong numerical aptitude, analytical and critical thinking and research capabilities