



Example of Rewards Analyst Job Description

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

Responsibilities for rewards analyst

- Developing scalable, automated processes to facilitate on-going fraud identification, mitigation and reporting
- Develop high risk transactions criteria by understanding the key drivers in suspicious activity detection
- Use SQL to write complex queries against distributed databases
- Use Python, Perl or other scripting languages to automate reporting and other processes
- Use SAS, R or Tableau to create data visualizations that communicate results and trends
- Translate analytical findings into actionable insights for leadership and key stakeholders
- Provide data analysis for large-scale ad hoc fraud investigations
- Thought leadership and best practice – Build internal connections to help build own knowledge of current change management enablement tactics and approaches
- Collaborate with cross-functional program managers (e.g., Employee Success, IT, Finance) to complete program/project objectives on-time and within budget
- Administer benefit plans including eligibility, enrollment, vendor management and assistance with employee questions/issues

Qualifications for rewards analyst

- Strong analytical, mathematical and statistical skills (using Exce - SAP a plus)

- Invoice processing for all vendors including tracking of payments and outstanding invoices
- Analytics support for creating and reviewing monthly exception reports
- Undertake detailed review of monthly exception reports and resolve with the relevant stakeholders
- Provide operational support to complete market surveys and benchmarking within assigned timeframes