



Example of Rewards Analyst Job Description

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Our company is searching for experienced candidates for the position of rewards analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for rewards analyst

- On Compensation and Retirement but could include other total rewards areas such
- Analyze program transactional data, business rules and technical enhancement specifications to identify and resolve potential instances of illegitimate point earnings due to fraud
- Analyze and review large sets of data to determine root causes of any suspicious program activities and communicate findings to leadership
- Ensure all member stays & redemptions are legitimate, accurately recognized and posted systematically
- Manage any program requests related to program audits from Finance/Corporate Security/Compliance
- Submit invoices to Accounts Payable and route for signature
- Complete gift card monthly entry and work with Finance and business partner to resolve any questions and/or concerns
- Complete property tier level analysis and review property questions as they arise
- Perform monthly SOX Control reconciliations of program transactional data to ensure systems are aligned and problem solve for anomalies
- Analyze the property fraud report and work with member services to alert franchisees and reimburse properties appropriately

Qualifications for rewards analyst

- Vendor management and addressing ongoing operation queries with vendors
- Constantly identify & drive process improvement and standardisation opportunities
- 3-5 years of relevant experience in global benefits programs and operations
- Must be open to work early/ late shifts
- Experience with a captive centre is highly desirable