



Example of Senior Compensation Analyst Job Description

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Our growing company is searching for experienced candidates for the position of senior 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 senior compensation analyst

- A broad knowledge of principles, practices, and procedures related to analytics, incentives compensation theory
- Proactively identify opportunities to redefine and streamline processes, partnering with key stakeholders to develop and implement change and recommend best practices
- Document internal pay practices to publish management guidelines for compensation actions
- Working knowledge of Microsoft business applications with advanced skills in PowerPoint and Excel (must be proficient with pivot tables, V-look-ups, and other functions and formulas for data analysis and reporting)
- Develops and maintains compensation policies, procedures, job codes, to ensure program, system accuracy, and consistency
- Administers incentive plans, salary structures and merit programs
- Coordinates and supplies supporting documentation for annual proxy, internal and external audit compliance
- Lead, and/or collaborate with the compensation team on, a variety of annual programs that potentially include annual salary planning, annual bonus data validation, market pricing and salary structure review, long-term programs administration, equity design and administration, SEC 10k filing support, or other compensation related programs
- Lead, and/or collaborate with the compensation team on, a variety of

- Works with HRIS and IT staff to ensure that the SAP system meets compensation needs and is updated to reflect changes to salary structures, bonus programs

Qualifications for senior compensation analyst

- 5+ years compensation analysis experience
- Degree in Finance, Economics, Accounting or equivalent, and a minimum of 18 months experience as a banking analyst or equivalent
- Required knowledge includes banking, investments, basic accounting and basic insurance
- Required skills include computer software, analytical, problem-solving, effective communications, negotiations and leadership
- Must be a team player with a high degree of attention to detail and the ability to handle stressful situations
- Ability to effectively interact with a wide range of people including Sr