



JOB DESCRIPTION

FSLA: Exempt

POSITION TITLE: Global Compensation Analyst **DEPARTMENT:** Global Compensation Services

GENERAL MISSION STATEMENT: Under the direction of the Director, Global Compensation Services, responsible for the production of international assignment cost estimates and compensation statements and preparation of payroll reports and data files for client and third party payroll providers to facilitate home and host country payment of compensation.

PRIMARY COMPONENTS:

- Maintains up to date source of data files for assignment cost estimates including housing, travel and moving cost information.
- Manages cost of living data subscriptions for client companies. Ensures that electronic data files are obtained and uploaded to costing software in a timely manner.
- Creates assignment cost estimate templates that accurately reflect client assignment policies. Ensures that templates are kept up to date.
- Prepares individual assignment cost estimates on an as needed basis for new and continuing assignments. Interfaces with the accounting firm to obtain required hypothetical and actual cost data based on the client policy and type of assignment. Produces cost estimate reports and distribute according to client requirements.
- Serves as the assignment costing subject matter expert to the international assignment manager team. Assists in explaining cost estimates to assignees and clients in tandem with the assignment manager.
- Trains new International Assignment Managers on cost estimate content and processing.
- Prepares compensation worksheets for new international assignments based on assignment contracts and data.
- Prepares compensation worksheets for existing international assignments as necessary due to salary increases, cost of living changes, etc and in compliance with client policies and practices.
- Monitors changes in cost of living and exchange rates in compliance with client policies on periodic compensation worksheet updates. Follows business process for notifying client when change thresholds are reached or exceeded and product new compensation worksheets as required.
- Prepares compensation worksheet reports and distribute to client company contacts and assignees according to the terms of the client engagement.
- Partners with the International Assignment Manager to ensure they have the necessary information to explain compensation worksheets to the client.
- Interfaces with the outside accounting firm to obtain income tax and national insurance guidelines required to create accurate compensation worksheets.
- Runs compensation worksheet processing each pay period for client companies and distribute reports and data files for each pay period to the client company or outside payroll service provider according to the engagement requirements.
- Assists International Assignment Managers with responses to payroll and compensation worksheet inquiries.
- Maintains the compensation worksheet template set in the software platform and create new templates as required for new clients, policy changes, etc.
- Coordinates data collection from client payroll and accounting departments and third party service providers to obtain world-wide compensation data each pay period.
- Imports compensation data to the software platform and create periodic and annual compensation reports.
- Partners with Expense Management to ensure all payments delivered via the voucher process are properly accounted for in income reporting.
- Provides reports and data files to third party payroll providers and tax service providers as required to facilitate accurate withholding, tax payments and tax return preparation.

- Monitors pension, base compensation and incentive compensation data in assignment management software platform to ensure data is complete, accurate and up to date.

SECONDARY COMPONENTS:

- Where MSI is responsible for administering the tax equalization notification and collection process, monitor annual balance for each assignee. Issue balance notices to assignees and arrange payment to assignee or collection of balances owed by assignee. Keep complete and accurate reconciliation and payment records.
- Performs periodic audits of compensation data to ensure processing of all line items adheres to client policy
- Finalizes pay reconciliations per assignee as required
- Assists with the creation and maintenance of training materials library

OTHER COMPONENTS:

The items listed as primary components represent a description of the ordinary duties of the position. It should be expected that other duties, both related and unrelated, may be assigned and required.

JOB REQUIREMENTS:

- Three or more years international compensation experience and payroll experience
- At least two years experience performing assignment costing, creating assignment budgets, creating compensation worksheets and packages
- Strong math skills and experience working in multiple currencies
- Analytical & problem solving skills
- Excellent communication skills with ability to make complex concepts easy to understand - Customer focused
- Experience in Access, Crystal Reports or other management reporting tools and ability to create and execute complex reports
- Strong attention to details