Job Title: Compensation Associate

Department: Finance

Job Reports To: Compensation Manager

Job Summary: Primarily responsible for ensuring the accuracy and processing of global payroll and employee data maintenance on a semi-monthly and monthly basis. Work with compensation manager on a variety of tasks including, filing & auditing of payroll tax, administering garnishments, analysis, budgeting and stock plans.

Major Responsibilities/Activities

- Interface with global payroll providers to process employee changes as instructed by Human Resources and perform all steps necessary to update the payroll files in preparation of wage payments
- Process of off-cycle payrolls for RSU deliveries as needed
- Maintenance of incentive compensation accrual database
- Maintenance of stock based compensation database
- Calculate dividend equivalents and employee stock purchases on a quarterly basis
- Calculate and process wholesaler commission payments on a monthly basis
- Collect and process timesheets for Non-exempt employees
- Prepare journal entries at a cost center level to capture payroll, incentive compensation and stock based compensation activity
- Interface with third party administrators to transmit payroll data to external vendors on a semi-monthly basis

Minimum Requirements

- Minimum of 2-3 years of experience in payroll position, preferably in the financial services industry
- Detail oriented
- Strong organizational skills
- Ability to deal with sensitive and confidential materials
- Experience with ADP WorkforceNow
- Familiarity with Stock Plan Administration
- Bachelor’s degree in Accounting, Finance
- Proficient in Microsoft Excel, Word, and PowerPoint