**Compensation Analyst**

Security Benefit is seeking a Compensation Analyst to join our Human Resources team.  Security Benefit has been dedicated to helping clients plan and save for retirement for over five decades. Over the last several years it has become a top provider of retirement products and services through a network of independent financial representatives across the U.S. Through our series of innovative products and solutions, we continue to help Americans successfully travel down the path “To and Through Retirement.” The position will be based out of our corporate headquarters in Topeka, Kansas or the Overland Park, Kansas office.

**General Accountabilities:**

As an integral part of the Human Resources department, the Compensation Analyst will support the administration of the company’s compensation plans and programs. This role will assist in the execution of the compensation strategies that drive performance and results through performance-based compensation practices. This position reports directly to the Director of Compensation.

**Duties and Responsibilities:**

* Assist in the administration and program management of the company’s compensation plans and programs
* Provide compensation recommendations for new hires and internal moves by analyzing internal and external market data
* Complete salary and other ad hoc surveys, load and maintain survey data in compensation software
* Ensure compensation programs are in compliance with applicable regulations, corporate procedures, guidelines and policies
* Monitor market pay practices and trends in base pay and incentive compensation to gauge market competitiveness
* Participate in sales commission redesign initiatives and monitor YTD performance verses budget
* Partner in the development and implementation of a new associate recognition program
* Update and maintain salary ranges, grades and job codes
* Complete audits to check the integrity of the compensation data
* Assist in providing compensation related information for internal and external audits
* Provide reports/statistics relative to Compensation Operations
* Respond to ad-hoc client-related requests as applicable
* Actively support team members across HR and look for opportunities to improve processes, policies, and procedures and enhance the corresponding documentation
* Assist Compensation, Payroll, Benefits and HRIS staff with initiatives and projects as needed

The above statements are intended to describe the general nature and level of work expected of this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills.

**Qualifications:**

* Bachelor’s degree and two years of work experience as a compensation analyst required;
* Compensation analyst experience in a Financial Services environment preferred;
* One year sales compensation and HR experience preferred;
* Intermediate expertise with MS Excel required;
* Experience with various HR systems is preferred;
* Must have good working knowledge of federal and state laws/regulations relating to compensation;
* Proactive team member who is able to build effective professional relationships and has the ability to work effectively with and communicate across multiples levels of the organization;
* An established track record of building credibility and trust across the organization, high integrity, sound business ethics and judgement;
* Ability to multi-task on multiple projects and initiatives;
* A high degree of accuracy, confidentiality and timeliness;
* Strong problem solving and analytical skills;
* Aptitude to learn quickly, identify and utilize appropriate information resources;
* Able to apply knowledge and skills to routine and standard tasks; may rely upon more seasoned members to address complex issues; and
* Continuous-improvement orientation.

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