

Executive Compensation Consultant

Principal Duties & Responsibilities

- Assists with the design, development, and implementation of executive and equity compensation programs including total rewards strategy, competitive benchmarking, annual and long-term incentive plan design, employment contract review, overall competitive pay analysis and executive pay-for-performance alignment
- Prepares analytical and reporting documents for the Compensation Committee meetings; assists with preparation and coordination of materials for Compensation Committee meetings, including supporting documentation
- Collaborates with legal, finance, tax and outside advisors in the preparation of annual proxy statements and other public filings
- Assists with the administration of executive benefit programs including deferred compensation, SERPs, perquisites, executive severance and other related programs
- Collects and analyzes workforce data for compensation trends, effectiveness, efficiency, and reporting requirements; monitors effectiveness of executive compensation systems and recommends enhancements; prepares business cases and supporting analytics for compensation initiatives
- Supports the quarterly stock option and restricted stock processes
- Coordinates administration of the annual stock option and stock grant processes
- Prepares pension and non-qualified pension valuations, obtaining and understanding actuarial assumptions, providing information needed for valuations and various filings, and managing the timeline for completion of the valuation
- Prepares and analyzes the U.S. GAAP and Statutory financial statement disclosure requirements for the defined benefit retirement plans
- Assists with Expat policy administration, interpretation, and execution
- Coordinates benefit disbursements and assets for all non-qualified plans; coordinates regular retirement reporting from all third parties and trustees
- Actively monitors the accounting and regulatory rule-making process related to defined benefit retirement plans; communicates changes to management; and implements new regulatory requirements for defined benefit plans
- Answers inquiries from employees and managers related to executive salary administration and performance management policies; solves problems effectively and communicates with all internal and external customers to ensure requests are handled efficiently; assists with the annual update and maintenance of executive wage and salary surveys
- Recommends process or procedure changes to allow for more efficient operations; resolves questions and problems or provides advice and/or direction to team members when the resolution to issues are not covered in the department's procedure or policy guides

- Performs other related duties as required

Education & Experience

- Bachelor's degree in Accounting, Business Administration, or a related field and six years of professional job-related work experience or an equivalent combination of education and experience
- Accounting experience with large qualified pension plans preferred
- Executive compensation experience preferred
- CPA, CMA, or equivalent training and certification required

Job Knowledge & Skills

- Microsoft Word: Intermediate
- Microsoft Excel: Intermediate
- PowerPoint: Intermediate
- Understanding of the financial and legal requirements related to total rewards for executives
- Strong analytical skills and aptitude for systems
- Excellent written and oral communication, presentation, and interpersonal skills
- Demonstrated experience managing or facilitating projects
- Strong ethics and the ability to maintain confidentiality

Please feel free to contact Sonya Martin at smartin@aflac.com or 706-243-6856 for additional information.