

Position:
Executive Compensation Manager

Location: Livingston, NJ

Compensation: To \$100K commensurate with Experience.

Job Description:

Responsible for ensuring that the processes, procedures and controls within the Executive Compensation group are appropriate and functioning so that timely, accurate and reliable consulting and information is produced. **Can assume the role of a business consultant providing analysis and making recommendations on proposed actions.**

Specific primary responsibilities include carrying out all activities promoting the goal of improving the overall process and modeling of long-term incentive compensation funding and accruals, act as a direct liaison with the Finance and Accounting groups, and other projects as needed. Should be able to provide advice to management on designing, implementing and maintaining appropriate processes, and to ensure compliance with company policies and procedures. Is expected to take a lead or partnership role in external benchmarking and supporting external reporting within the group.

Major Activities:

1) Benchmarking (15%)

- A) Examine, track and monitor externally reported information
 - 1) SEC Forms 4 / 8-K
 - 2) proxy statements
 - 3) annual reports
 - 4) press articles
 - 5) web site postings
 - 6) other
- B) Maintain chart of competitor CEO and NEO compensation
- C) Build internal library of relevant documentation on competitor equity-based programs and practices (e.g., work with HR generalists to gather materials from new hires, etc.)
- D) Director's compensation analysis for peer group companies
- E) Coordinate submission/analysis for
 - 1) Equity program benchmarking
 - 2) Fortune 50 analysis
 - 3) Director's compensation study
 - 4) Executive job matching
 - 5) Work with compensation team to compile / submit detail for benchmarking studies and other surveys (as needed)

2) Board Compensation Committee (10%)

- A) Support / coordinate working group meetings (planning, scheduling, preparation)
- B) Execute project plans and compile draft and final materials
- C) Liaise with other groups responsible for submitting content (Legal, Finance, etc.)

3) Long-Term Incentive Awards Design (5%)

- A) Legal compliance (work with legal to put final documentation in place)
- B) Administration requirements (needs assessment, RFPs – if needed, procedures, testing, documentation / employee brochures)
- C) Communication (strategy, training/education)
- D) Grant process
- E) Provide analysis (as needed)

4) Ongoing Long-Term Incentive Plan Implementation and Communication (30%)

- A) Coordinate and implement all activities related to annual / periodic cycle and timelines for equity-based and cash-based long-term incentive programs
- B) Provide analysis as needed (eligible population, demographics, etc.)
- C) Primary liaison with HR Shares Services
- D) Executive communication plan / materials (email, hard copies, as needed)

- 5) **Ongoing Executive Programs / Perquisites Implementation and Communication (15%)**
 - A) Coordinate and implement all activities related to annual / periodic cycle and timelines for deferred compensation plan, executive retirement plan, etc.
- 6) **Company Proxy Related (10%)**
 - A) Gather materials and supporting documentation for CEO and NEO compensation disclosure in proxy summary comp table and footnotes
 - B) Provide analysis for other reporting requirements
- 7) **Risk / Control (5%)**
 - A) Develop / maintain outlines for executive compensation procedures and processes
- 8) **Year-End / Quarter-End Analysis and Reporting (as required) (10%)**

Job Complexities / Challenges:

- Assignments are carried out with considerable independence; technical assistance/guidance may be available to advise on unusual or sensitive issues.
- Working under constantly demanding conditions, often dealing with confidential and sensitive information.
- The achievement of many assigned goals requires the incumbent to obtain assistance from internal colleagues in other functional areas, and may require securing relevant data from external contacts/sources.
- Added responsibility for accuracy to prevent serious errors, particularly when analyzing critical or sensitive data.
- Commitment to a customer focus and value added service.

Required Competencies (i.e., Skills and knowledge):

1. Preferred specialized skills and extensive working knowledge of the accounting and risk management related to the above:
 - University degree in Business/Accounting or an equivalent combination of training and experience, with strong overall knowledge of financial institutions; **Corporate Executive Compensation or appropriate Consulting in a financial services environment most desirable.**
 - Knowledge of the operational and control procedures of financial systems (CIBC and GAAP).
2. Ability to gather, synthesize, organize and interpret data or information, and formulate appropriate conclusions and insights.
3. Strong financial, analytical, judgemental and conceptual skills.
4. Capable of operating independently with minimal direction while keeping team members informed of potential problems and/or sensitive issues, etc.
5. Skill in clear and concise documenting and flowcharting of processes and procedures.
6. Very good relationship management, negotiating, time management, influencing and planning skills.
7. Well-developed written and verbal communication skills.
8. Good interpersonal skills needed to maintain relationships.
9. Project management abilities; must be able to focus activities and meet deadlines.
10. Strong knowledge of PC (including Excel and Access) and ability to learn Company mainframe applications.

Physical Demands/Work Conditions:

Normal office environment; May be required to work beyond normal business hours to support key programs, particularly during October through February.

To Be Considered:

Resumes must include current compensation and requirements to be considered.

Please email a cover letter describing your executive compensation or consulting experience with a resume in Word 2003 format to:

**Maria Krum
Executive Recruiter
Email: mhs55@cornell.edu**