

SC Staffing & Consulting

<https://www.sconconsultingllp.com/job/stock-plan-administrator-us/>

Stock Plan Administrator (US)

Description

SC Staffing & Consulting is seeking Stock Plan Administrators responsible for designing, managing, and administering our client companies' employee equity plans including partnering with key internal stakeholders across internal departments, while enhancing compensation tools and analytics. This position is the equity program key contact for employees as well as external vendors who play a role in equity plan administration, keeping all parties informed about the equity program and its process.

Responsibilities

- Manage all aspects of processing and reporting related to equity.
- Manage relationship with relevant external vendors.
- Maintain confidentiality of all employee, payroll, and equity information.
- Provide outstanding customer service to departments, employees, and board members.
- Assist with equity compensation for executives.

Qualifications

- Strong working knowledge of equity plans.
- Experience with a third party stock admin tools.
- Ability to maintain confidentiality of all employee, payroll and equity information.
- Strong attention to detail and accuracy.
- Strong understanding of financial reporting principles related to equity compensation.
- Expert knowledge with equity related portions of SEC filings.
- Experience administering both equity incentive and ESPP Plans, including, processing of option exercises and grant preparation.
- Strong project management skills and able to lead and work with different departments in connection with equity administration.
- Bachelor's degree.
- 5 years minimum public company stock administration experience.
- Certified Equity Professional (CEP).

Hiring organization

SC Staffing & Consulting

Employment Type

Full time

Job Location

United States

Date posted

October 16, 2019